

Georgia State University
College of Education and Human Development
Process of Approving Global or City Scholar Courses

1. **Internal department review:** Faculty should work with department curriculum contacts to request Global Scholar or City Scholar Designation. Contact Shea Allman in the CEHD Dean's Office for questions about the Global Scholars Designation requirements.
 - Instructors of **existing courses** can add the Global Scholars designation to his/her course by submitting a course update form to his/her department curriculum contact. The course change form is located at <https://mycehd.gsu.edu/faculty/curriculum-proposals/> or by emailing Shea Allman at sallman@gsu.edu. Type "Global Scholars" next to **Course Designations**.
 - **For new courses**, please follow the process here: <https://senate.gsu.edu/ap-guide/review-process-list/scholars-courses/>
2. **After approval by the department and department chair, faculty should submit a course change request** to Shea Allman at sallman@gsu.edu by March 1 or October 1.
3. **Request approval of the CEHD Academic Affairs Committee.**
4. The course change or new course with the Global Scholars Designation will be included in the CEHD Academic Affairs Committee Report that is sent to the CEHD Faculty.
5. **Shea Allman will submit the [Curriculum Review form](#) to Senate Committee on Academic Programs (CAP) by October 31 for implementation by the following fall (if approved).**

Online instructions: <https://senate.gsu.edu/ap-guide/review-process-list/scholars-courses/>