SUMMARY:

The formation of new courses begins at the department level to support a program(s) within the discipline.

POLICY:

I. POLICY

The formation of new courses begins at the department level to support a program(s) within the discipline. It must adhere to the mission of the department, college and university.

II. PROCEDURES

A. New or modified (meaning new description, title, credit hours, pre-requisites, co-requisites, number, or adding or deleting a course to the core curriculum) courses are first approved by the faculty of the Department. Using Form A entitled “Proposal for changes in, restoration of, or removal of an undergraduate course” or Form C entitled “Proposal for a new undergraduate course” (accessed through the Academic Affairs Committee website https://www.coastal.edu/forms/provost/academic/), rationale for the new course or course modification(s) must be listed. Any additional equipment, space, faculty or funds needed to initiate the course must be noted on the form.

B. Once approved by the Department, the proposal is reviewed by the corresponding College Curriculum Committee. If approved by the College Curriculum Committee, the Dean (or Associate Dean) approves the proposal which moves the proposal forward to either the Core Curriculum Committee or Academic Affairs Committee.

C. If the new or modified course will represent a University Core Course, it will first be considered by the Core Curriculum Committee, which reviews and possibly recommends the course to the Academic Affairs Committee. If Core review is not necessary, the form is routed directly to the Academic Affairs Committee.
D. New courses and major course revisions that are approved by the Academic Affairs Committee are forwarded to the Chair of Faculty Senate for review and approval by the Faculty Senate.

E. Following parliamentary procedures, the motion to approve a new course requires a majority vote by the Faculty Senate. Once approved, the Chair of the Faculty Senate signs the form and directs the Faculty Senate Recorder to prepare an Administrative Action Form, as is done for all motions approved by the Faculty Senate. This form is forwarded to the Provost and President for their review, and citing of any stipulations if needed, for their signatures. Copies of motions that receive stipulations are returned to the Faculty Senate Chair for the Faculty Senate’s information only.

F. Copies of the completed Administrative Action Forms are forwarded to the Office of the Registrar for information. Originals are maintained by in the Provost’s Office.