SUMMARY:

The Academic Affairs Committee considers and recommends to the Faculty Senate actions on requests for additions, deletions or changes in undergraduate courses or programs of the University. The Committee also evaluates educational policies and admission standards.

POLICY:

I. PROCEDURE

A. The Academic Affairs Committee evaluates educational policies, admission standards and new programs of instruction. Only items approved by the appropriate committee(s) fourteen (14) days prior to the Committee’s scheduled meetings will be considered as agenda items.

B. All submissions must be completed using the electronic forms which can be found on the Committee website, http://www.coastal.edu/facsenate/aac/

C. Academic issues not represented by one of the five forms should be clearly stated and submitted in writing to the chair of the Committee at least fourteen (14) days prior to the Committee’s scheduled meetings, e.g., admission standards, changes to the university catalog, polices regarding the Honor’s Program, etc.

D. Any department or academic unit which has business before the Committee must send a representative who is able to answer questions the Committee may have concerning the relevant agenda item. If there is no representative present, the item will be removed from the agenda and taken up at the following meeting.

E. The representative will be responsible for briefing the Department Chair of the initiating department of any revisions or changes needed in the proposal. Such revisions are due fourteen (14) days after the Committee meeting.
F. Faculty involved in curriculum development and revision are responsible for adhering to the current Committee timelines, guidelines, and resources at Academic Affairs Resources on the Academic Affairs Committee website before completing the appropriate forms and submitting them for review.