SUMMARY:

The development of new courses or modification(s) to existing courses begins at the department level to support and/or enhance a degree program or programs, or to support other academic purposes of the University.

POLICY:

I. POLICY

The formation of new courses or modification(s) to existing courses begins at the department level to support and/or enhance a degree program or programs, or to support other academic purposes of the University. These courses must adhere to the mission of the Department, College, Graduate Studies, and University.

II. PROCEDURES

A. New courses or modifications to existing courses (such as changes in description, title, credit hours, pre-requisites, co-requisites, or numbering) are approved by faculty within a Department.

B. Once approved by the Department, the proposal is reviewed by the corresponding College Curriculum Committee. If approved by the College Curriculum Committee and the Dean (or Associate Dean), the proposal is forwarded to the Graduate Council.

C. New courses and course revisions that are approved by the Graduate Council are forwarded to the Chair of the Faculty Senate for review and approval by the Faculty Senate.

D. Following parliamentary procedures, the motion to approve a new course or course modifications requires a majority vote of the Faculty Senate members. Once approved, the Chair of the Faculty Senate signs the proposed form, and the Office of Graduate

Policy Title: New Graduate Course Development and Modification
Policy Number: ACAD-123
Policy Approved: March 2011
Policies Superseded: 123
Review/revision(s): November 2014
Responsible Office: Provost’s Office
Studies prepares an Administrative Action Form. This form is forwarded to the Provost and President for their review and signatures. Copies of motions that receive stipulations from the Provost, the President, or both are returned to the Graduate Council Chair for the Graduate Council’s information only.

E. Copies of completed Administrative Action Forms are forwarded to the Office of the Registrar for information. Originals are maintained in the Office of Graduate Studies.