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.

II. UNDERGRADUATE COURSES

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 the action entitled “Proposal for changes in, restoration of, or removal of an undergraduate course” or use “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 the 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. If EL review is necessary, this will be done prior to routing 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 for the citing of any stipulations if needed, and 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.

III. GRADUATE COURSES

A. These courses must adhere to the mission of the Department, College, Office of Graduate Studies, and University.

B. 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.

C. 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.

D. 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.

E. 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 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.
F. 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.

G. Graduate Curricula

1. Graduate programs must have curricula and resources that promote advanced study within the discipline. Research, scholarly activity and/or advanced professional experiences must be included in graduate studies.

2. CCU’s Expectations for Graduate Coursework
   Graduate coursework is designed as in-depth, focused study in a discipline and/or as professional development. Graduate courses require higher order thinking skills than their undergraduate counterparts. This is reflected in both the course requirements and student learning outcomes for a course.

3. Graduate Student Learning Outcomes
   i. Graduate students are expected to:
      a. Apply the methods and processes within the discipline to enhance and/or add new knowledge
      b. Analyze, organize, and evaluate information in the discipline
      c. Interpret and critique current literature in the discipline
      d. Communicate, both orally and in writing, as a professional in the discipline

4. 400/500-Level (Graduate/Undergraduate) Courses
   i. Course Requirements for Graduate/Undergraduate Courses
      Graduate course requirements must go beyond those of the undergraduate courses and include at least three of the following:
      a. Advanced readings and/or critiques of current literature
      b. Tests that require higher order thinking
      c. Rigorous assignments such as a research papers and/or projects
      d. Advanced research projects/activities
      e. Additional academic experiences with the faculty member

5. Syllabus Requirements for New Graduate/Undergraduate Courses
   When proposing a new course to Graduate Council where the course will/may be taught in conjunction with an undergraduate course, the syllabi for both the graduate course and the undergraduate course must be submitted.