

: October 1997

: August 12, 2009, Deans' Council
June 27, 2012, Deans' Council
December 11, 2013, Deans' Council
August 7, 2019, Deans' Council
December 4, 2024, Deans' Council

The following approval process is applicable to all courses and programs in associate degree and baccalaureate program offerings. New courses with a distance learning (DL) focus will follow the approval process for all new offerings. Explicit guidelines may be found in the *Distance Learning (DL) Course Approval Process* for converting existing courses into a Distance Learning delivery format.

The addition of new courses and programs and the addition of specific designations of existing courses (e.g., general education course labels) will be proposed by one or more departments and submitted to the appropriate college curriculum committee(s) for evaluation. Proposals receiving negative decisions shall be returned to the initiating department(s), accompanied by a statement explaining the rejection rationale.

Proposals approved by the college curriculum committee(s) shall be forwarded to the appropriate University Curriculum and Academic Policies Committee (UCAPC) curricular committee. Proposals not approved by the UCAPC curricular

New courses and designations must be duly approved by the Provost before being listed among a semester's course offerings or being placed in the undergraduate catalog.

Each course description listed in the catalog shall include a statement of the number and type of class meeting hours per week and when the course is normally offered.

Course and program development and modifications frequently have serious implications for resource allocations. To ensure early administrative response to the financial implications of a curricular proposal, proposals submitted to the school curriculum committee(s) for evaluation will be submitted simultaneously to the appropriate college Dean. The college Dean will provide an assessment of the impact on resources in writing to the initiating department. Nothing in this statement shall be interpreted to mean that the Dean can delay or prevent courses and programs from being considered by the appropriate departmental, College, or University committee.

In order to encourage experimentation and to provide timely courses in a variety of areas, departments are permitted to offer one experimental course per calendar year, with the approval of the department. The course will not be offered again until it has been evaluated by the students and the department and approved according to the regular approval process.

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