Procedure for Course Proposal, Revision, and Deletion

Procedure Title: Course Proposal, Revision, and Deletion

Department Responsible: College of Education

Contact Person and Title: Program Coordinator and Department Chair

Procedure: Program faculty have the responsibility for determining the course of study for program majors. Programs share and are constrained by College resources. New programs and program modification that have the potential to have an impact on the resources of the College, Department(s), or other programs should be presented to the appropriate program or programs, Department(s), the Academic Issues Committee, and the Leadership Council, in turn for consultation or approval. The flowchart for programmatic changes may be found on the College's Effectiveness and Continuous Improvement page.

New Course Proposal:

The following procedures should be followed in proposing a new course:

1. The process for proposing a new course usually begins when a faculty member identifies a need for a new course. The faculty member completes a new course proposal packet consisting of a Course Inventory Form, a New Course Proposal Form, and a comprehensive syllabus for the proposed course. All syllabi requirements noted in Simple Syllabus must be included for the review.
2. The faculty member submits these forms to his/her/their program coordinator for review.
3. After reviewing the proposed course, the program coordinator seeks the advice and approval of appropriate faculty in the program(s) affected regarding the need for the course, the role of the course in the program(s) of study, and the appropriateness of the course goals, objectives, requirements, and class procedures.
4. If the affected program(s) approve the proposed course, the program coordinator forwards the course to the Department Head. If the Department Head approves the proposed course, he/she/they send(s) sufficient copies to the Academic Issues Committee and to the Leadership Council for review and recommendations.
5. The Academic Issues Committee and the Leadership Council will review the proposed course. If both approve the course, the Academic Issues Committee and the Leadership Council will forward their recommendations to the Dean. If the Academic Issues Committee or the Leadership Council does not approve the course, the course is sent back to the Department Head along with a specific rationale for disapproval.
6. Upon the Dean's approval, the course is entered into the online Courseleaf approval system and into BANNER. The Department Head is responsible for determining that a comprehensive course syllabus for all newly approved courses is on file in the Department Office.

Temporary Course Proposal: Faculty may obtain permission to offer a new course on a one-time, experimental basis. The following procedures should be followed regarding temporary course proposals:

1. The faculty member should send a cover letter to the Dean stating the need for the proposed course, (1) a comprehensive syllabus for the proposed course, (2) a Course Inventory Form, and (3) a New Course Proposal Form.
2. If the Dean approves the proposal, permission will be granted to teach the course only one time. For permanent status the course must be reviewed and approved by the Academic Issues Committee and the Leadership Council following the procedures described in the section "Proposing a New Course."

Course Revisions and Deletions: The following procedures should be followed regarding course revisions:

1. Faculty should update course content and procedures regularly. All revisions in the course should be included in a revised course syllabus which should be filed annually with the Department Head.
2. Major revisions in a course should be sent to the program coordinator who seeks the advice and approval of appropriate faculty in the program(s) affected to determine whether the proposed changes are appropriate. If the affected program(s) approve the proposed major revisions, the program coordinator forwards the revisions to the Department Head who must also approve the revisions.
3. A Course Inventory Form with the appropriate number of copies must be completed and sent for review to the Academic Issues Committee for all changes concerning the deletion of a course or change in course number, credit hours, course description, prerequisites, core designations, or title.
4. Any course not taught within the past five years will be deleted by the University Registrar's Office.

What Policy is Connected? There is no UA policy associated

Scope: College of Education Faculty