



## ADMINISTRATIVE PROCEDURE

---

---

**TITLE: Course Approval**

**ADMINISTRATIVE PROCEDURE # 4022**

**RELATED TO POLICY # 4022 COURSE APPROVAL**

---

---

Academic Council (AC) reviews new and revised courses submitted by faculty. The committee considers compliance with College policies and curriculum standards, accreditation requirements, state requirements, and alignment with the College mission, values, and learning outcomes.

### **New/Revised Course Approval Process**

- A.** The submitting faculty will have a conversation with the appropriate division/department chair and academic program assistant/chief academic officer about proposed changes and how they will potentially impact the program and other programs.
- B.** Developers of all new courses/course revisions must identify which programs will be impacted and notify the chief academic officer of affected programs (including certificates) and divisions/departments. Note: Significant impacts are credit changes, changes in program learning outcomes, and/or suspending a course - PROGRAM MODIFICATION FORMS ARE POTENTIALLY NEEDED; faculty will consult with the chair of the ACSC to determine if the program modification forms are needed.
- C.** The submitting faculty will have a conversation with the Director of Registration and Records to ensure that they have the correct forms before proceeding to the Assessment and Curriculum Standards Committee (ACSC).
- D.** The academic program assistant will forward the paperwork to the chair of the ACSC for review. The submitting faculty will be notified of edits and when their form has passed ACSC.
- E.** Developers of all new courses/course revisions must submit course justification paperwork to ACSC. The chair of ACSC will forward the paperwork to Academic Council (AC) and the faculty will be notified when it passes AC. Deadlines for inclusion on AC meeting agenda are available via prior meeting minutes or by contacting the chair of AC.

- F. Developers of all new courses/course revisions must be available to attend AC meeting at which their course(s) will be reviewed, or identify a proxy at the meeting, which may be the chair of ACSC.
- G. AC will discuss proposed new courses and course revisions, and the council will either vote to approve the course creation/revision or will suggest revisions.
- H. Developers of all new courses/course revisions will allow sufficient time to receive AC review feedback and complete any AC editing requests; the timeframe varies according to the complexity of recommended changes and internal and external communications required.
- I. New courses and course revisions cannot be approved until all editing requests have been completed and resubmitted to AC.
- J. Courses approved by AC are submitted to the Higher Education Coordinating Commission (HECC) for approval. The chair of ACSC will forward the paperwork to the UCC Point of Contact (POC) for WebForms for the HECC, who will submit the paperwork to HECC. The submitting faculty, division/department chair, and chief academic officer will be notified by email of the receipt and passage of their forms by HECC after the UCC POC sends the approval to the Director of Records and Registration.
- K. Course approvals must be received from HECC prior to the catalog preparation deadline for the academic year a department plans to offer the course; please consult with the Director of Registration and Records for the catalog preparation deadline.

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

---

---

**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/16/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**