



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-08-01</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Curriculum: New Course Approval & Course Changes</p>	
<p>RELATED POLICIES:</p> <p>Curriculum: Program Changes Curriculum: Institutional Syllabi Catalog / Program Changes</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Curriculum

New Course Approval / Course Changes – Undergraduate Courses

I. POLICY:

New course proposals must be approved first at the level of the academic department, and then by the campus Curriculum Review Committee (CRC). Proposals must be submitted using the designated course change forms and must be accompanied by an institutional syllabus for each course submitted.

If significant changes are to be made to existing courses offered by an academic department, such as change in course name, number of credits, or substantial changes to content, the approval process for new courses is followed.

Courses must be submitted by November 1 for an effective date the subsequent fall semester. Submissions after this date must be approved by the Office of the Provost.

II. PURPOSE:

The purpose of this policy is to specify the procedures for the addition of new courses to the curriculum, and for significant changes to existing courses.

III. DEFINITIONS:

- A. Academic Council: The Academic Council is comprised of the Department Chairs from each of the academic areas, the Director of the Graduate School, and the Provost. The Academic Council meets periodically to advise the CAO on academic policy and discuss issues related to academics.
- B. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Provost.
- C. Course Change Form: A form that describes a proposed course, or a changes to be made to an existing course. The course change form will minimally identify the following: course prefix and number, course title, CIP code, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
- D. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.
- E. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.

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- F. Institutional Syllabus: The general college outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors' course specific syllabus.
- G. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.
- H. Provost's Office: The Office housing the Provost, and overseeing all campus operations, including academics.

IV. PROCEDURES:

- A. The academic department will determine if new courses should be added to their list of course offerings.
- B. The academic department will determine if significant changes are to be made to existing courses.
- C. The department chair will coordinate these efforts and ensure that the appropriate procedures are followed.
- D. A course change form will be submitted for each course to be added to the curriculum, and for each course in which significant changes will be made as described in section I. The course change form will minimally identify the following: course prefix and number, course title, CIP code, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
- E. The course change form will be accompanied by an institutional syllabus. Requirements for the institutional syllabus are described in the policy 'Institutional Syllabi'.
- F. Course change forms are to be submitted to the Office of the Provost, by which they will be forwarded to the members of the CRC.
- G. The CRC will meet on a regular basis throughout the fall semester to review course change submissions. The committee will ensure that courses follow the required institutional syllabus format, indicate appropriate student learning outcomes, indicate grading criteria, and are accompanied by a justification or rationale that indicates the addition of, or changes to, the course(s) clearly benefits student learning.
- H. The CRC will coordinate with department chairs if clarification of modification of proposals is required in order for the committee's approval.
- I. The CRC chair will notify the Office of the Provost of all course additions and changes that have been approved by the committee.
- J. After approval by the CRC, the Academic Council will review all actions and express agreement/disagreement with the CRC's recommendations. Areas of disagreement will be discussed until resolution is reached. Areas of agreement will be considered approved and take effect in the subsequent catalog cycle, or effective date indicated on the course change form.
- K. The staff in the Provost's Office will enter all approved course data into Banner.

V. RESPONSIBILITIES:

- A. The faculty within an academic department are responsible for determining and curricular changes required in regards to new courses or changes to existing courses.
- B. The department chair is responsible for ensuring proposals are completed and submitted according to the guidelines of this policy.
- C. The Office of the Provost is responsible for providing the CRC with all proposals and for entering approved proposal information into Banner.

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- D. The academic council is responsible for oversight of CRC recommendations, and for providing relevant feedback on proposals that are not agreed upon by all council members.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS:

Course Change Form.