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.

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 Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Vice President for Academic Affairs.

B. Course Change Form: A form that describes a proposed course, or a change 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.

C. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

D. Department Chair (DC): The ASU faculty member that acts as the administrative head of an academic program.

E. 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.

F. Vice President for Academic Affairs (VPAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
G. **Office of Enrollment Management:** The Office housing the Senior Vice President for Enrollment Management and Program Development.

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 chair(s) of the CRC, 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 Enrollment Management of all course additions and changes that have been approved by the committee. These course additions and changes will take effect in the subsequent catalog cycle, or effective date indicated on the course change form.

J. The staff in the Office of Enrollment Management 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 department chair is responsible for providing the CRC with all proposals.

D. The Office of Enrollment Management is responsible for entering approved proposal information into Banner.

VI. **AUTHORITY:**

VII. **HISTORY:**

   Revised July 25, 2012
   Revised November 13, 2013
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VIII. ATTACHMENTS: