



| Category |
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| COURSE DEVELOPMENT AND/OR CURRICULUM CHANGE – 2:10:02:00 |
| Approval |
| Leadership Council Approved: December 9, 2016 |
| Effective Date/Approved: January 1, 2017 |
| Revised: January 12, 2009; December 9, 2016 |
| Responsible Parties: Curriculum Chairs, Vice President for Academic Affairs |
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The Academic Affairs Committee welcomes new course proposals and other recommendations for curriculum change for committee action. To expedite committee business, the following guidelines should be followed in placing an item on the meeting agenda.

I. SUBMITTING NEW COURSE PROPOSALS

- A. Obtain a "Course Proposal Form" from an academic office and provide the following information:
 - 1. Course number
 - 2. Complete course title
 - 3. Complete catalog description with necessary prerequisites
 - 4. Credit hours
 - 5. General objectives
 - 6. Specific objectives
 - 7. Need for the course and its place in the curriculum
 - 8. Transferability
 - 9. Textbook choice, if known
- B. Obtain Curriculum Chair approval.
- C. Obtain the approval from the Vice President of Academic Affairs.
- D. Academic Affairs Committee Meetings are scheduled periodically throughout the year. Provide a copy of the above for each member of the Committee to the Committee Chair as far in advance of the meeting date as possible.

II. RECOMMENDATIONS FOR CURRICULUM CHANGE

- A. Obtain a copy of the "Recommendation for Catalog Revision."
- B. Prepare in writing as much background information as possible to explain the desired curriculum change for the Committee to review.
- C. Obtain Curriculum Chair approval.
- D. The Curriculum Chair will submit the form to the Academic Affairs office to be placed on the agenda.
- E. All new courses and changes to the curriculum must be approved by the Vice President for Academic Affairs.