

## ACADEMIC SENATE COURSE APPROVAL PROCESS

The following procedure is to be used when processing new courses and/or changes in existing courses.

If at any step in the process revisions are made to the course title, description, and/or credit hours (with the exception of minor grammatical changes), the course must begin the approval process again at the department level (step 1).

1. Course developed and approved at Department level and signed by Department Chairperson. \*
2. Course submitted to College Curriculum Committee for review and approval. \*
3. Course signed by Dean of the College. \*
4. Course submitted to General Education Committee (GEC) for review and pre-certification.  
(Only if a course is to be submitted for consideration as a General Education Course.)
5. Course submitted to University Curriculum Division (UCD) for review and approval.
6. Course distributed as per Senate Circulation Process.  
(This distribution would allow faculty to review courses for both UCD and GEC approval.)
7. Course sent to Chair of Academic Senate for signature. \*
8. Course appended to Academic Senate Agenda / Minutes.

\* If for any reason a signature of approval cannot be obtained, a memo detailing the reason for refusing to sign the proposal must be attached to the course proposal.

### SENATE APPROVED POLICIES ON COURSE PREREQUISITES AND CROSS-LISTING

#### PREREQUISITES

- 2600 Courses: will carry prerequisite(s) when deemed necessary by the department offering the course. The prerequisite(s) shall be in the discipline or in a justifiably related area.
- 3700 Courses: will carry prerequisite(s) in the discipline or in a justifiably related area.
- 4800 Courses: will carry a 3700 level course in the discipline or in a justifiably related area as a prerequisite, or some indication of a number of accumulated hours in the discipline.
- 5800 Courses: will meet all 4800 prerequisite requirements and will be submitted as 4800 level courses. 5800 designation will be assigned after approval by Graduate Curriculum Committee.

Any departure from this policy such as "Consent of Instructor(s)," "Junior Standing," or "Senior Standing" must be justified to the school/college curriculum committee by the department offering the course. The usage of "Consent of the Instructor" or similar statement is meant to include, rather than exclude, qualified students. Prerequisites are subject to written waiver only on an individual basis by the department chairperson, in consultation with the instructor(s) teaching the course, and for courses offered in that department. Whenever "Consent of the Instructor" is deemed appropriate as a prerequisite it should be used as an alternative to specific courses, e.g., Course 2601 or Consent of the Instructor. Any department wishing an exception to the above rules shall present their justification to its school/college curriculum committee for approval and then to the University Curriculum Division for final evaluation.

#### CROSS-LISTING

Cross-listing is the listing of a course with the same title, description, prerequisites, and quarter hours in two or more departments. Each department desiring cross-listing of a course under either of the following options must submit simultaneously a separate course proposal form through the established curriculum approval process. Cross-listed courses must have the same CIP Code!

##### Cross-listing to supplement a program

A department may choose to cross-list a course from another department in order to supplement its offerings to its majors.

The department of course-origin, however, shall be responsible for the teaching of that course, for any course changes, and for the initiation of course proposals. The other department(s) may object to proposed changes but, once the changes are officially adopted, departments cross-listing the course must change their listing to correspond with that of the department of course origin, or drop the listing from the Bulletin.

##### Cross-listing with joint responsibility

If two or more departments develop a course for which they are equally responsible, and which each department may offer independently, it shall be noted in the minutes of the University Curriculum Division and to the University Senate that the course is a joint responsibility subject to no changes, except deletion, without the agreement of all parties.

### NOTES ON COMPLETING THE COURSE PROPOSAL FORM

1. Use the current proposal form (available through the UCD Chairperson and at the Senate web site).
2. Use a separate sheet for each course, i.e., one sheet for deletion, another one for an addition.
3. Complete all applicable sections of the form.
4. Keep course description thorough, yet brief and concise ( $\leq 50$  words is preferred).
5. List prerequisites when appropriate. Ensure the relevancy of the prerequisites).
6. Credit for a course is assumed to be 1 s.h. for each 50 minutes spent in the classroom. Any exception to this time ratio must be stated in the course description. How many hours per week the course actually meets must be included in the description.
7. All course proposals involving cross-listing must come to the UCD under one cover regardless of the number of departments.

8. Keep a record of the proposals included in the Senate minutes that pertain to your department. Remember, courses passed by December's Senate Meeting can be offered in the following Spring Semester. Courses passed by April's Senate Meeting can be offered in the following Summer Semester.