

October, 2011. Asbjorn Moseidjord, UEPC member

## **Proposed Process for Approving New Courses**

### **Within New or Revised Degree Programs.**

**Carried to successful completion, the process for final UEPC approval of new courses within a new or modified degree program is:**

“New” courses (often referred to as “experimental” in UEPC documents) within a proposed new or modified degree program are identified by the proposing Department or Program and accompanied by corresponding, preliminary catalog language. Following approval by the UEPC of the entire new or revised degree program, the preliminary descriptions of “new” courses can go into the Catalog. In effect, the whole revised program can then be included in the Catalog jointly with the preliminary course descriptions for “new” courses.

Following approval of the entire new or modified program, “new” courses are identified in the minutes of the UEPC and all parties to the process understand that approval of these “new” courses by the UEPC is preliminary.

Before courses designated as “new” can be taught for the first time, the Department or Program submits applications for these courses following standard UEPC guidelines applicable to all undergraduate course development \*. [Under existing rules, these applications for “new” (or “experimental”) courses may be approved by the chair of the UEPC.]

“New” courses are taught for the first time.

After they have been taught once, the department submits an application to the UEPC to make permanent the courses that have been taught once. This application also follows the standard UEPC guidelines for final course approval\*. If desirable, the preliminary catalog language may be changed at the same time. A permanent course requires final approval of the UEPC.

After this cycle is complete for all “new” courses, the new program and the new classes should be up and running and the UEPC will have completed its role in the process.

\* The guidelines are on the UEPC website under Faculty Governance