Procedures for Approval of New Courses Within New/Revised Degree Programs

1. When a department or program has new courses within a proposed new or revised degree program, the courses must clearly be identified as new in their new/revised program proposal.

2. The department or program’s application for a new/revised program must include a Proposal for Experimental Status for each new course. The guidelines for such a proposal are on the UEPC website under Procedures for Proposals of New Courses. These experimental courses will be approved by the UEPC committee, rather than just the Chair, since the courses will be entered into the catalog.

3. Following approval by the UEPC of the entire new/revised degree program, the descriptions of the experimental courses in the new/revised program may be entered into the Catalog along with the new/revised program.

4. Following approval of the entire new/revised program, all experimental courses are identified in the minutes of the UEPC and all parties to the process understand that these “new” courses have been approved by the UEPC as experimental.

5. After the experimental courses have been taught once, the department must submit to the UEPC a Proposal for Permanent Status for each experimental course to make it permanent, and obtain approval before offering such course for a second time. This application must follow the standard UEPC guidelines (Procedures for Proposals of New Courses) on the UEPC website for permanent course approval.

6. After these steps are complete for all the experimental courses, the new program and the new classes will be up and running, and the UEPC will have completed its role in the process.

Revised 9/2015