

Protocol 1030 Course Development

Protocol Number: 1030

Effective Date: 6/1/16

Revised Dates: 7/19/17; 04/27/18; 07/29/2025

Protocol

Faculty can develop and propose new courses, make significant changes to current courses, or reactivate an old course. In order to accomplish these actions regarding a course, the Form for Courses must be completed and the course approved. The Curriculum Committee reviews and approves new courses or changes to current courses. Once the Curriculum Committee reviews and approves the proposed course or changes, the Faculty Governing Council will discuss the course and vote for approval and adoption. The Dean will make the final teaching assignments for all courses. Once approved, the completed form goes to the Associate Dean for Administration/Registrar for further action.

The faculty submitting the form must include the course name, a catalog description of the course, and the rationale or purpose for the course.

Office of the Registrar
Form for: New Course, Changes to Existing Courses, Reactivating a Course

Use this form to notify the Registrar's Office of new and reactivated course offerings. All new courses must be approved by the Curriculum Committee and then the Faculty Governing Council. The Dean will make the final teaching assignments for all courses.

Purpose of the form:

☐ New Course

☐ Changes to Existing Courses

☐ Reactivating a Course

Faculty Submitting Form:

Date Submitted:

Course Name:

Catalog Description:

Rationale/Purpose for adding the course or reactivating a course:

Suggested Faculty:

Reviewed by Curriculum Committee:

☐ Approved

☐ Needs Further Review (see attached)

Date: _____

☐ Denied (see attached)

Date Approved by Faculty Governing Council:

For Office of the Registrar Use Only

Course #:

Credit Units:

Assigned Faculty:

Approved Date:

Beginning Semester: