



POLICIES AND PROCEDURES

Policy Subject: Academic Affairs: Course Approval

Policy Number: AA- 400-02

Additional sites:

Policy: The content of any new or substantially revised course must be approved by the Graduate Council for graduate courses or the Academic Affairs Committee for undergraduate courses, before the course can be offered. Non-substantive changes, such as those involving editing for clarification or to reflect discipline specific terminology do not require Council/Committee approval. Changes in the platform in which courses are offered are expected to be shared for informational purposes, with the exception of new study abroad courses which do require Council/Committee approval.

Procedure:

1. New courses are first conceptualized within the department which will be responsible for maintaining and staffing the course. At a minimum, an abbreviated syllabus is developed which includes:
 - a. Course title
 - b. Course description for use in catalog
 - c. Course credit hours and nature of those hrs (ie, lecture, lab, seminar, fieldwork)
 - d. Course number in conjunction with registrar
 - e. Learning outcomes
 - f. Required texts/learning materials
 - g. Topical outline
 - h. Anticipated faculty to teach the course
2. Course revisions also typically originate in the department. Those which require approval are ones in which there are substantive changes. Substantive changes are those which broaden or narrow the scope of the course, change the primary function or significantly change the content as reflected in the description and learning outcome. Course changes of this nature will require approval for changes in:
 - a. course description
 - b. learning outcomes
 - c. course credit hours
3. New or substantially changed courses are accompanied by the completed New Course Approval Form which is signed by the Dean of the College prior to submission to the Graduate Council or Academic Affairs Committee. Key data points required by the form are:
 - a. Nature of request

- b. New course title and number
 - c. Information about old courses to be deleted in the case of course substitutions
 - d. Rationale for change
 - e. Information related to course scheduling and teaching facilities
4. An electronic version of the New Course Approval Form and abbreviated syllabus are sent to the Graduate Council/Academic Affairs Chair at least 1 week prior to the desired meeting time for web posting.
 5. Two hard copies of the course materials with the signed cover sheet are provided to the Chair of the Graduate Council or Academic Affairs Committee at the meeting.
 6. Graduate Council/Academic Affairs Committee discussion and action are recorded in the minutes, and final action noted on the cover sheet and kept in the official records of the Council/Committee.

A printable copy of the New Course Approval Form follows:

Brenau University New Course Approval Form

Department: _____ College: _____

New Course Title: _____

New Course Prefix: _____ Course Number: _____

Consult the Registrar's Office for available course numbers (Liz Force, 770-534-6115)

Number of credit hours: _____

Prerequisite(s): _____

New Course Description:

A complete copy of the new course syllabus is provided (required for new course approval).

Primary function of this course in the curriculum *Select one*

Liberal Education Requirement

Liberal Education Elective

Major requirement for **(List major[s] here)**

Elective to fulfill requirements for a major **(List major[s] here)**

*****Please note that all new LE Courses must be approved by the Liberal Education Committee prior to their consideration by Academic Affairs.**

If the course will be part of the Liberal Education Curriculum, which Learning Portal's Outcome(s) will it measure? *Select one*

World Understanding

Artistic and Creative Imagination

Scientific & Analytical Reasoning

Communication and Language Fluency

All four portals (an IC course)

Where will this course be offered? *Check all that apply*

Women's College

Augusta

Gainesville EW

North Atlanta (Norcross)

Revised: 7/16/14

Online Studies

South Atlanta (Fairburn)

Brenau Study Abroad Program

Instructional Resources

Indicate any required instructional technology:

PC/projector

TV/DVD

Other (**Specify**) _____

Indicate required instructional facilities:

Room type (lecture, lab, etc.): _____

Room size (number of seats): _____

Preferred building and/or room: _____

Please note:

Each course must be approved by the Department Chair and College Dean before being submitted to the Academic Affairs Committee for approval.

Approval of Department Chair: _____

Date: _____

Approval of College Dean: _____

Date: _____

(Type names on the form when submitting it electronically to the Academic Affairs Committee for approval. At the meeting where approval is granted, submit one hard copy with official signatures to Kathy Goodman.)