BRENAU UNIVERSITY
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 Undergraduate Council 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 approval. Changes in the platform in which courses are offered are expected to be shared via announcements for informational purposes.

Procedure:

1. New courses are first conceptualized within the department that will be responsible for maintaining and staffing the course. At a minimum, an abbreviated syllabus is developed that includes:
    a. Course title
    b. Course description for use in catalog
    c. Course credit hours and nature of those hours (i.e., lecture, lab, seminar, fieldwork)
    d. Course number (determine in conjunction with Office of the Registrar)
    e. Learning outcomes
    f. Required texts/learning materials
    g. Topical outline
    h. Anticipated faculty who will be credentialed to teach the course

2. Course revisions also typically originate in the department. Those presenting changes that are substantive in nature require approval. Substantive changes are those that broaden or narrow the scope of the course, change the primary function of the course, or significantly change the content as reflected in the description and learning outcomes. Course changes of this nature require approval for the following changes:
    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 https://brenau.formstack.com/forms/undergraduate_or_graduate_council_request_form which is signed by the dean of the relevant college prior to submission to the Graduate Council or Undergraduate Council. The form requires the following key information:
    a. Nature of request
    b. New course title and number
    c. Information regarding old courses to be deleted
    d. Rationale for change

e. Information related to course scheduling and teaching facilities

4. An electronic copy of each New Course Approval Form and abbreviated syllabus submitted are sent to the Graduate Council / Undergraduate Council chair at least 1 week prior to the desired meeting time for inclusion on the agenda.

5. Graduate Council / Undergraduate Council discussion and action are recorded in the minutes. The Office of the Registrar maintains a hardcopy of each agenda item submission relevant to the catalog, including final action.