

Procedure #	AA-432-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

## **Procedure for Approving a New/Revised Course**

### **1. Procedure**

- 1.1. The course proponent shall submit the proposal to the respective Department Chair or Unit Director.
- 1.2. The Chair/Director then forwards the proposal to the Curriculum Committee of the Department/Unit for review and evaluation prior to presenting it to the Department/Unit Council for approval.
- 1.3. Once approved, the Department Chair/Unit Director forwards the proposal to the College/Unit Council for approval through the respective Dean/Director.
- 1.4. The Dean/Director then forwards the approved proposal to the Academic Committee through the Chancellor's Office for further action.
- 1.5. The Academic Committee evaluates the merits of the proposal.
- 1.6. Once approved, the Academic Committee forwards the proposal to the University Council in case of major changes or changes in credits;
- 1.7. The Registrar will be informed for implementation upon the final approval of the proposal.

### **2. Related Documents**

- 2.1. New Program Design Policy (AA-424)
- 2.2. New Program Design Procedures (AA-424-P01)
- 2.3. Guidelines to Writing Learning Outcomes (AA-407-G01)
- 2.4. Guidelines to Learning Outcomes Assessment (AA-407-G02)
- 2.5. Guidelines to Graduate Attributes Assessment (AA-407-G03)