

3.3.0 PROCEDURES FOR CREATING COURSES, CHANGING COURSES AND DELETING COURSES [US: 11/14/88; US 10/11/99]

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed as provided in this rule.

3.3.1 Definitions

A. If changes to a course are being proposed as a part of a new academic program or change to an academic program, then those course changes shall be incorporated into the proposal for academic program change that is processed pursuant to SR 3.2.

B. A change in course content that does not affect (i) use of the course to satisfy program requirements, (ii) course number, (iii) course credit hours, or (iv) course title, is not considered as a change to an academic program and shall be processed according to SR 3.3.

3.3.2 Forms to be Used

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at [link] and shall be used to initiate proposals under SR 3.3. In the case of courses that will be evaluated by the Health Care Colleges Council (HCCC; see subsection 3.3.3.B.1 below), the initiator of the proposal shall contact the chair of the HCCC or, in the case of courses from the College of Law, the appropriate associate dean, for information on the Senate Council-approved proposal submission format.

3.3.3 Procedures to be Used

A. Approval by the Educational Unit Faculty

1. The Faculty of the originating educational unit decides whether to approve proposals for new courses or changes to courses (including changes to courses in the educational unit's University Scholars program and in dual degree programs) (GR VII.A.6(b)); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. [US: DATE – SREC note be sure to include dates of those Senate identifications]

The department chair/director shall forward to the College Faculty a proposal arising under SR 3.3, in a manner prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits and/or on the administrative feasibility of the proposal.

Courses for dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the chairs/directors shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

2. In cases of proposals concerning courses for undergraduate or professional certificates or degrees, the College Faculty decides whether to approve the proposal (GR VII.A.4-(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College

Faculty Rules. The dean may include a separate opinion on the academic merits or administrative feasibility of the proposal (GR VII.B.3).

Courses for dual degree programs are simultaneously considered for approval by each College Faculty pursuant to the above procedures. The respective deans may include separate opinions on the academic merits and-or on the administrative feasibility of the proposal. One of the deans shall forward a single proposal for the dual degree course to the appropriate academic council of the Senate.

3. UK Core Program. Changes in courses proposed to be used in the UK Core Program are submitted by the college first to the Undergraduate Council, before action by the UK Core committee. [US: DATE]

B. Approval by Academic Council [US: 10/11/99]

1. Jurisdiction. The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.3.B.1. Responsibility for the approval of new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR 3.3.3.B.1.GF, below), shall be vested in the appropriate academic Council as follows: [US: DATE]

(a) Health care college professional programs. Proposals concerning courses for either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approved such proposals.

(b) Other proposals arising from a health care college. Proposals for courses concerning an undergraduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices. If approved by the HCCC, the chair of the HCCC shall forward the proposal to the Undergraduate Council (subpart (c), below). Proposals for graduate certificates or degrees from health care colleges are not processed by the HCCC but shall be processed as in subpart (d). [US: DATE]

(c) The Undergraduate Council decides whether to approve all proposals concerning courses which may be used for credit toward an undergraduate certificate or degree. The role of the Undergraduate Council is only to recommend when courses are numbered 500-599. The chair of the Undergraduate Council shall forward that recommendation to the Graduate Council.

(d) The Graduate Council shall decide whether to approve all proposals concerning courses which may be used for credit toward a graduate certificate or degree. The role of the Graduate Council is only to recommend on courses numbered 400G-499G or in changing a course numbered 500-599 to a course numbered in-the 400-499. The chair of the Graduate Council shall forward that recommendation to the Undergraduate Council. .

(e) Where the recommendation of the Undergraduate Council on a 500- 599 level course is in disagreement with the decision of the Graduate Council, or in the case when the Graduate Council's recommendation on a 400G-499G level course is in disagreement with the Undergraduate Council, the matter shall be referred to the Senate Council for a decision.

(f) Positive recommendations on proposals by an academic council, and all recommendations by the UK Core committee, shall be forwarded by the chair of the council or committee to the Senate Council.

(g) If, in the judgment of an academic council a proposal concerning a course constitutes a major change in an academic program, then the chair of the academic council shall return the proposal to the college for processing as a program change (SR 3.2).

(h) All other new courses or changes in courses will be approved by the Senate Council only.

C. ~~Reporting and Approval~~ Final University Approval by the Senate [US: 10/11/99; US: 2/10/03]

1. Posting

The Senate Council will provide University-wide notice of approval of proposals on courses by academic councils or the UK Core committee by a posting on a Senate web site for ten days. ~~If no objection is raised within ten days of this circulation, the proposal has final Senate approval.~~ In the case of courses which are or are to become part of UK Core, the notice period shall be 30 days.

2. **Procedure for handling objections to posted course proposals**

~~(a)~~ Any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: DATE]

~~(b)~~ 3. Final Approval.

If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then it is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: DATE]

D. Cross-listing

If an educational unit Faculty wishes to cross-list an existing course, then it shall first seek the approval of the Faculty of the educational unit that currently offers the course. If each Faculty of the two units approves the cross-listing, then the requesting educational unit shall submit a form for a minor course change ~~to of~~ the existing course. The chair/director of each unit shall sign the form to attest that each unit Faculty approves the cross-listing. If the units are in different colleges, both deans must signify approval in the similar respective capacities as described above for the two unit chair(s)/director(s). Cross-listing shall not be used as justification for duplication of teaching effort. The chair of the home educational unit of the course must agree on the time, place and instructor(s) in scheduling of the cross-listed course.

E. Replaced Courses

If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for deleting the eliminated course must be processed in the prescribed manner.

F. Exception for Minor Changes [US: 10/11/99]

1. Procedure. If a proposed course change meets the criteria of a minor change below, then the dean of the college shall forward the course change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council believes the change is not minor, then the Chair of the Senate Council shall return the proposal to the dean of the college originating the proposal, for processing through the procedure for regular course approval.

2. Definition. A request may be considered a minor change if it meets one of the following criteria:

(a) change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series.

(b) an editorial change in the course title or description which does not imply a change in content or emphasis

* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change ~~to~~ of the educational unit responsible for the course. [RC: 6/23/11]

(c) a change in prerequisite(s) that does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)

(d) a new cross-listing or a change in the cross-listing status of a course, as described above

(e) correction of typographical errors.

3.3.1 Automatic Deletion of Courses from the Bulletin [RC: 11/14/88]

A. If any course has not been taught within a four-year period, the Registrar shall remove the description of the course from the University *Bulletin*. A course so removed from the *Bulletin* shall remain in the Registrar's inventory of courses for an additional four years (unless the college submits a course deletion form to the Registrar requesting deletion of the course). During the additional four-year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four-year period, the course shall be removed from the Registrar's inventory of courses. [US: 2/10/86]

B. A course that has been removed from the *Bulletin* but remains in the University [course file inventory of courses](#) may be changed following the normal change procedures; the change does not affect its status, and it cannot be restored to the *Bulletin* until it is taught.

C. A cross-listed course which has had no subscribers in one educational unit for the past four years shall continue to be listed in the University *Bulletin* providing it has been taught by the other educational unit in that time. A cross-listed course which has had no subscribers in one department for eight years is automatically removed from the *Bulletin* as one of that department's courses (i.e., it is no longer a cross-listed course).