

Policy and Process for Approving New Undergraduate Courses

Policy.

Below is the current policy that indicates the charge of the USC with regards to course proposals:

- Discuss and propose changes to requirements for the undergraduate major.
- Review and approve syllabi for new undergraduate course proposals submitted to the committee.

Process.

USC

1. The faculty member proposing a new undergraduate course submits a syllabus to the Undergraduate Studies Committee (USC).
 - a. Before submitting a syllabus for the proposed course, the faculty member will fill out a Qualtrics survey form that will be reviewed by the DUS.
 - b. The DUS confirms receipt and advises faculty to double check syllabus requirements (Detailed syllabus requirements for course proposals can be found [here](#)).
 - c. For new courses that affect other courses and require longer time to be processed, the course proposal will be accompanied by all updated syllabi affected by the new course.
2. The USC reviews the syllabus and discusses any concerns. The UA presents any administrative concerns with course implementation based on the Lumen submission.
3. The committee votes on the approval of the syllabus. If the motion to approve the syllabus passes, the request for approval is moved to the EC.

EC

1. The Director of Undergraduate Studies (DUS) brings a motion with all ancillary materials (syllabus, rationale, and a summary of the discussion held in the USC to move the proposed new course).
2. The EC discusses the proposal, requests more information, and/or votes on the motion.
3. If the motion passes, the DUS communicates via email the results of the vote to the UA with copy to the Chair and the DA.

Once the course proposal is approved by the EC and the UA has been notified

1. The faculty member proposing a new undergraduate course creates the course proposal in Lumen. The Undergraduate Advisor (UA) can assist with any issues. Detailed syllabus requirements for course proposals can be found [here](#).
 - Faculty should “save changes” ONLY during the creation of the course proposal in Lumen and consult with the UA before submitting to workflow.
 - The UA will assist on procedural-only aspects (confirm syllabus requirements, inclusion of PLOs, CLOs, prerequisites, etc.).
 - The UA and the faculty member will be in regular communication with the DUS cc-ed in all communications.
2. Lumen notification emails will be sent to the UA, the Department Administrator (DA), the Chair, and the DUS.
3. The UA approves the course in Lumen after email notification from the DUS.