



Academic Policy

Policy Title:	New Course Proposals
Policy Number:	1030
Date Adopted:	06/13/2012
Version:	10.00
Review Cycle:	Biennial
Date Last Reviewed:	09/08/2023
Office Responsible:	Deans' Office
Reviewing Committee:	Curriculum
Related Policies:	Experimental Course Approval
Related Laws:	

Policy Summary:

In response to student needs, Jackson College encourages creativity and innovation in course development. For new course development, notice and approval beyond the initiating faculty or department are necessary. The purpose of this policy is to provide information, guidance, and contacts for the course approval process.

This policy does not apply to reorganization or restructuring of a course, changes in teaching techniques or minor changes in content, unless such changes affect the way in which the course is identified or described in the catalog, or its potential articulation status.

Definitions:

Curriculum Committee: A curriculum committee is a standing committee that consists of faculty members and select administrators. In accordance with the Higher Learning Commission requirement that faculty participate substantially in overseeing the curriculum, faculty membership on the Curriculum Committee always exceeds or equals the number of administrators serving on the committee. The committee oversees the processes and procedures related to the academic integrity and currency of all credit-bearing courses and of all degrees, certificates,

Experimental Course: An experimental course is not part of the course catalog and/or part of an academic program. An experimental course only needs the approval of the appropriate Dean to be offered and can run as experimental for one year.

New Course: Any regular and/or experimental course that is not part of the current course list for the College, as recorded in the current Jackson College catalog.

Policy Statement:

Jackson College is committed to growing and evolving its academic profile while meeting the needs of our student population, and new course development is a critical component of this commitment. The development of a new course can be initiated by a faculty member, academic department, or another College employee as appropriate. All new course proposals (other than experimental courses) must be approved by the department chair and academic dean before being submitted to the curriculum committee for final approval.

Change Log:

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