

LAS Curriculum and Requirements (C&R) Committee

Guidelines for Course Approval

To ensure that faculty have a consistent experience when working with C&R over the years, we have drafted this list of guidelines that C&R will use in considering new course proposals. C&R is looking for the following in new course proposals:

1. Complete syllabus is submitted. All submitted syllabi must contain the following:
 - a. Student learning outcomes
 - b. Weekly schedule of topics
 - c. Brief description of course assessments and overview of numerical calculations for grading
 - d. [Standard campus policies](#) (not required, but highly recommended)
2. Appropriate number of credit hours are designated for the course contact time
 - a. [Contact Time Requirements](#)
 - b. Altered requirements may be appropriate for online courses ([Regular and Substantive Interaction Requirements](#))
3. Course is numbered appropriately
 - a. Course number is not already taken
 - b. Course numbering *generally* follows the scheme defined in the [catalog](#)
 - i. 1000: Freshmen
 - ii. 2000: Sophomores
 - iii. 3000: Juniors
 - iv. 4000: Seniors
 - v. 5000-6000: Graduate students
 - vi. Discipline-specific exceptions may be made
 - c. Use of special topics course number (with topic name specified) if the course will only be taught once, or very infrequently
 - i. Example – “*CHEM 4901: Topics in Chemistry and Biochemistry: Biochemistry of Neurodegenerative Diseases*”
 - ii. Discipline-specific exceptions may be made
4. Thoughtfully considered prerequisites for the course
 - a. Please see C&R’s [Prerequisite FAQs Guide](#)
 - b. C&R will not mandate course prerequisites, but we will recommend some type of prerequisite for any 3000 or 4000 level courses being proposed. Please see the [Prerequisite FAQs Guide](#) for examples of recommendations.
5. Online courses must demonstrate Regular and Substantive Interaction (RSI), following federal regulations.
 - a. [Regular and Substantive Interaction Requirements](#)
6. Inter-department communication has occurred to avoid conflicts related to overlapping course content
 - a. Overlapping course content can be a source of conflict between departments. Please browse the course catalog and reach out to any faculty who may be teaching a course that has content overlap with your proposed course. In that conversation, please let the appropriate faculty know what you are planning on proposing for your course. The goal is to ensure a collegial

relationship is maintained among departments. These conversations can also enrich the curriculum in productive ways (potentially inter-department crosslisting), and help connect students to courses/topics/majors they are interested in.

- b. C&R will not mediate such conflicts. It is the responsibility of faculty to do this work before coming to C&R.
- c. After being approved by LAS C&R, courses will be reviewed by the campus Curriculum Committee, which will check for overlapping course content among colleges.

This document may be modified by a vote of the C&R committee, but any edits will follow the general guidelines pertaining to C&R that are specified in the LAS Bylaws and LAS Policies and Procedures Manual.