

## **REVISED COURSE REQUESTS: UNIQUE COURSES**

### **Guidelines Effective Spring 2004**

1. The VPAA will place all requests on her/his university web site for three weeks for review and comment by other AAC members and the Senior Administrator. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
2. The Senior Administrator will place the requests on the AAC agenda. Following AAC discussion, the Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
3. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.
4. Revisions of existing courses will include the following:
  - Substantive change in the subject matter content of an approved course
  - Change in CIP code
  - Assignment of or change of instructional method
  - Move from unique course to common course
  - Move from common course to unique course
  - Course number change to a number that is the same as a unique course number (with an “active” status) at another university