

## **REVISED COURSE REQUESTS: COMMON COURSES**

### **Guidelines Effective Spring 2004**

The department chair/dean notifies his/her VPAA of the request to revise a common course and forwards a draft version of the request on the request form.

The VPAA will notify the system Vice President for Academic Affairs and other AAC members of the request. The VPAA forwards the completed draft version of the request form.

The system Vice President for Academic Affairs will request from each of the involved universities' VPAA, the name of a university representative to serve on the common course review team.

The system Vice President for Academic Affairs will inform the convener of the timeline established for the review. The convener will be the representative from the university requesting the change.

The convener will submit the completed request form and a summary of the team's discussions to the system Vice President for Academic Affairs who will place the request on the AAC agenda for consideration.

Following AAC discussion, the system Vice President for Academic Affairs 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.

Actions will be reported to the BOR at their first meeting subsequent to the decision.

Revisions of existing common courses will include changes in one or more of the following:

- Prefix
- Course number
- Course title
- Credit hours
- Course content/description
- Prerequisites
- Corequisites
- CIP code
- Instructional Method
- Equate codes
- Registration Restriction