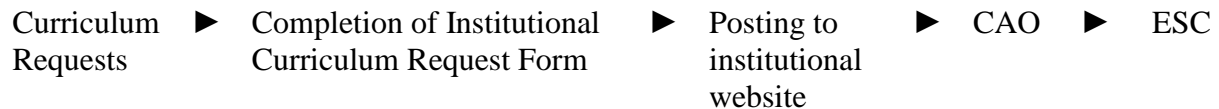




# ACADEMIC AFFAIRS GUIDELINES

<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Institutional Course Curriculum Requests	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.12		09/2020
<b>Reference:</b>	<a href="#">AAC Guideline 1.2</a> ; <a href="#">AAC Guideline 1.5</a> ; <a href="#">AAC Guideline 1.6</a> ; <a href="#">AAC Guideline 1.7</a> ; <a href="#">AAC Guideline 8.2</a>	
<b>Related Form(s):</b>	<a href="#">AAC Form 1.12</a> – Institutional Curriculum Request Form	

## Process Summary Quick View



1. Requests for the following curriculum changes will follow the process in this guideline in addition to the process established by the Academic Affairs Council (AAC) for each specific curriculum request:
  - Authority to offer an Existing Common Course ([AAC Guideline 1.2](#))
  - New Unique Course Requests ([AAC Guideline 1.5](#))
  - Revised Common Course Requests ([AAC Guideline 1.6](#))
  - Revised Unique Course Requests ([AAC Guideline 1.7](#))
  - Modifications to General Education Requirements ([AAC Guideline 8.2](#))
2. Institutions shall enter each curriculum proposal identified in Section 1 of this Guideline proposed at an AAC meeting in an Institutional Curriculum Request Form.
3. Institutions shall provide direct hyperlinks to the documentation for each request on the Institutional Curriculum Request Form.
4. Institutions shall post the curriculum documents to their Curriculum and Instruction website one week prior to the AAC meeting where the curriculum request is on the agenda.
5. The system Chief Academic Officer (CAO) shall track approval of each request on the Institutional Curriculum Request Form and notify the Enrollment Services Center (ESC) when approval is granted to enter the approved proposal into the student information system.

## **SOURCE:**

AAC September 2016; October 2018 (Clerical). AAC September 2020.