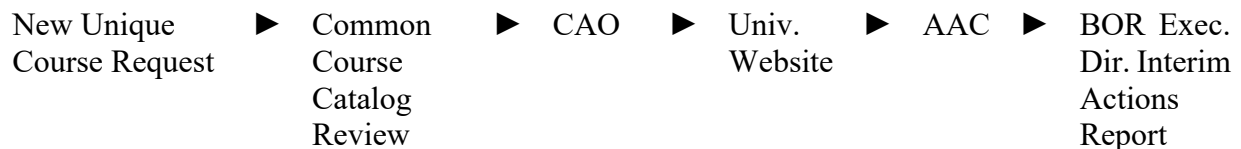




# ACADEMIC AFFAIRS GUIDELINES

<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	New Unique Courses	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.5	I.E.1	10/2018
<b>Reference:</b>	<a href="#">AAC Guideline 1.11</a> – Common Course Guidelines	
<b>Related Form(s):</b>	<a href="#">AAC Form 1.5</a> – New Course Request Form <a href="#">AAC Form 1.12</a> – Institutional Curriculum Requests Form	

## Approval Summary Quick View



1. All new course requests will follow the Common Course Guidelines.
2. A **unique** course is a course that does not have an equivalent at another Regental university. A course may be unique due to differences in level of instruction, accreditation standards, or level of the degree program. Unique courses shall not have the same course number and/or title as courses considered either common or unique.
3. The university requesting a new unique course should conduct a search of the common course catalog to determine if a comparable common course already exists. If a comparable course does exist, see the Academic Affairs Council (AAC) Guideline 1.2: Authority to Offer an Existing Common Course Request.
4. If no comparable common course exists, the university should identify the closest matches within the common course catalog and provide a brief narrative on the New Course Request Form explaining why the university believes the proposed new course is unique from those listed.
5. The university Vice President for Academic Affairs (VPAA) will address plans for the addition of a faculty FTE on the New Course Request Form if applicable.
6. The university Vice President for Academic Affairs (VPAA) reviews proposed new unique course requests with the system Chief Academic Officer (CAO).
7. The university Vice President for Academic Affairs places the new unique course request on her/his university web site for review and comment by other Academic Affairs Council (AAC) members after receiving approval from the system Chief Academic Officer. The university Vice President for Academic Affairs will notify the system Chief Academic Officer and

Academic Affairs Council members by email when the material is available for review. Academic Affairs Council members will direct their comments to the university Vice President for Academic Affairs and the system Chief Academic Officer.

8. The system Chief Academic Officer will place the request on the Academic Affairs Council agenda. Following Academic Affairs Council discussion, the system Chief Academic Officer will make a recommendation to the Executive Director of the Board of Regents. The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.
9. Requests for New Unique Courses require completion and submission of the Institutional Curriculum Requests form in addition to the New Unique Course Form.
10. The Board of Regents receives notification of the actions at their first meeting subsequent to the decision.
11. The Enrollment Services Center (ESC) processes approved requests.

**SOURCE:**

AAC December 2015; October 2018 (Clerical).