



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Revised Common Courses: Substantive Modifications	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.6	I.F.1	10/2018
<b>Reference:</b>	<a href="#">AAC Guideline 1.2</a> – Existing Common Course Requests	
<b>Related Form(s):</b>	<a href="#">AAC Form 1.6</a> – Revised Course Request Form: Common Course <a href="#">AAC Form 1.12</a> – Institutional Curriculum Requests Form	

## Approval Summary Quick View

Revised Common Course      ►      VPAA      ►      Discussion w/ other universities      ►      CAO      ►      AAC      ►      BOR Exec. Dir. Interim Actions Report

1. A **common** course is a course offered by one Regental institution that has essentially the same content (subjects/breadth) and level of instruction (depth) as a course offered by at least one other Regental university. Common courses shall have common CIP codes, prefixes, course numbers, course titles, course descriptions, and prerequisite requirements; common courses are equated (considered the same course for degree completion) in the Student Information System (SIS). Common courses also include courses cross-listed with a common course and 500-level courses dual-listed with a common course. Courses approved as meeting system general education requirements are not necessarily considered common courses. Common courses are not necessarily offered at all Regental universities.
2. Substantive 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
  - Pre-requisites (approval of a university-specific prerequisite for a common course requires explanation and rationale with the Revised Course Request for Common Courses Form and are approved only in rare circumstances)
  - Co-requisites
  - CIP code
  - Instructional Method
  - Equate codes
  - Registration Restriction

3. The Board of Regents has a vested interest in maintaining the integrity of the Common Course Catalog environment. Institutions are strongly encouraged to align new courses with existing courses in the Regental system to ensure the adequate transfer equivalency processes for students.
4. The department chair/dean notifies his/her Vice President for Academic Affairs (VPAA) of the request to revise a common course and forwards a draft version on the request form.
5. The university requesting the revision to the common course shall communicate their proposal to the other universities that offer the common course. The requesting university shall insert comments received from other universities as attachments (e-mail, etc.) to the revised common course request.
6. The university VPAA reviews proposed common course revisions with the system Chief Academic Officer (CAO).
7. When university personnel make the initial request, the provost(s) at the institution(s) shall be included when making direct contact to faculty or departments. Institutions shall establish their own internal framework for providing the official campus response to common course requests, and allow for a timely response.
8. The university VPAA places the revised common course request on her/his university web site for review and comment by other Academic Affairs Council (AAC) members after approval by the system CAO. The university VPAA will notify the system CAO and AAC members by email when the material is available for review. AAC members will direct their comments to the university VPAA and the system CAO.
9. Requests for Revised Common Courses require completion and submission of the Institutional Curriculum Requests form in addition to the Revised Common Course Form.
10. The system CAO will place the request on the AAC agenda. Following AAC discussion, the system CAO 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.
11. The Board of Regents receives notification of the actions at their first meeting subsequent to the decision.
12. The Enrollment Services Center (ESC) processes approved requests.

**SOURCE:**

AAC May 2018; October 2018 (Clerical).