



ACADEMIC AFFAIRS GUIDELINES

Section 1:	Courses and Curriculum: Guidelines and Procedures	
Title:	Revised Unique Courses: Substantive Modifications	
Number (Current Format)	Number (Prior Format)	Date Last Revised
1.7	I.G.1	05/2021
Reference:		
Related Form(s):	AAC Form 1.7 – Revised Course Request Form: Unique Course AAC Form 1.12 – Institutional Curriculum Requests Form	

Approval Summary Quick View

Revised Unique Course ► Univ. Website ► AAC ► BOR Exec. Dir.
Interim Actions Report

1. 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.
2. Substantive revisions of existing unique courses include changes in one or more of the following:
 - A change in course description/subject matter content
 - Addition of a lab or lecture component
 - Change in CIP code
 - Assignment of or change of instructional method
3. If the revision to the unique course results in a request to make the course a common course, see AAC Guideline 1.2 Authority to Offer an Existing Common Course Request and/or 1.6 Revised Common Course Request.
4. The university Vice President for Academic Affairs (VPAA) will place all revised unique course requests on her/his university web site for review and comment by other Academic Affairs Council (AAC) members and the system Chief Academic Officer (CAO). 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.
5. Requests for Revised Unique Courses require completion and submission of the Institutional Curriculum Requests form in addition to the Revised Unique Course Form.
6. The system Chief Academic Officer will place the requests 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 (BOR). The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.

7. The Board of Regents will receive notification of the actions at their first meeting subsequent to the decision.
8. The Enrollment Services Center (ESC) processes approved requests.
9. Changes to required courses within a degree program must be tracked to comply with accreditation standards and federal regulations. Aggregate changes to an existing program of 25% or more requires approval of the accreditor. Reportable changes are referenced in AAC Guidelines 2.21.

SOURCE:

AAC August 2016; October 2018 (Clerical); AAC May 2021.