

Lincoln University

Course Approval Manual

Introduction and Purpose of the Manual

This manual defines the policy and procedures for the evaluation and approval of new courses and for revisions to existing courses at Lincoln University. This manual, and any amendments to it, requires the approval of the faculty of Lincoln University. The evaluation of proposals for specific degrees, majors, minors, and other academic programs is the responsibility of the Educational Policies Committee of the faculty.

General Responsibility and Policy for Syllabus Proposals

Primary responsibility for preparing a syllabus proposal for creating a new course or revising an existing course lies with the academic department. The assignment of a course number and definition of both the short and full titles of the course should be coordinated with the registrar prior to submission of the proposal to the college for review.

All proposals for new and/or revisions to courses syllabi should contain:

1. A completed **Course Submission Form** with approval signatures
2. A completed syllabus on the University's **Master Syllabus Template**
3. A written statement by the department(s) presenting the proposal that will include:
 - a. Explanation and outline of the proposal
 - b. Rationale (i.e. program review, assessment, changes in discipline, etc.)
 - c. Updated program assessment mapping
 - d. Evidence to support rationale
 - e. A statement about resource impact
 - f. A statement about impact to other departments
 - g. If similar course exists, explanation showing clearly why this course is necessary
 - h. The complete list of program student learner outcomes (**PSLOs**) for the program (s) that the course is aligned with
4. If course is part of program change/proposal, then also provide a copy of your proposal to the Educational Policies Committee for review.

The Review and Approval Process

DEPARTMENTAL REVIEW

The faculty in the department, or departments if the course is interdisciplinary, will review the proposal and ensure that the proposal is consistent with the departmental goals and programs and that the syllabus includes a clear alignment between Course Student Learning Outcomes (CSLOs) with either

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Program Learning Outcomes (PSLOs) for program (major) courses and /or Institutional Learning Outcomes (ILOs) for program / major courses and General Education / University Core courses. Measurable direct assessment methods need to be outlined for the PSLOs and / or ILOs listed for the course.

COLLEGE REVIEW

1. A complete syllabus proposal must be distributed to members of the college at least five business days prior to the college meeting at which the proposal is reviewed.
2. The faculty in the college will review the proposal and ensure the adequacy of the departmental review process and that the proposal is consistent with the broader goals and programs of the college and the mission of Lincoln University.
3. Edits and amendments to the proposal may be made and approved at the college review.
4. Once reviewed by the college, the department chair is responsible for submitting a copy of the proposal including completed syllabus or syllabi, support documents and signed Course Submission Form for each syllabus to the Curriculum Committee Chair for review and distribution to the Curriculum Committee.

CURRICULUM COMMITTEE REVIEW

1. The Curriculum Committee will review the proposal and ensure the adequacy of the departmental and college reviews and that the proposal is consistent with the policies and mission of the University.
2. Edits and amendments to the proposal may be made and approved during the Curriculum Committee review process with notification provided to department chair and Dean of impacted college.
3. Upon approval by a majority of the Curriculum Committee, the Curriculum Committee Chair will submit to Faculty Council for review who will then post to the faculty portal for faculty review no less than five business days from the next faculty meeting and add to agenda as action item.

THE FACULTY APPROVAL

1. The faculty must approve all new courses and major revisions to existing courses before they can be implemented.
2. The Curriculum Committee Chair will provide all final documents to the Registrar upon faculty approval for new courses or upon Curriculum Committee approval for minor changes.
3. The Registrar will be responsible for verifying and implementing approvals by the faculty.

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Changes to Existing Syllabi that Require Department, Chair, Dean and Curriculum Committee Approval Only

- Changes to course numbers and prefixes.
- Changes to prerequisites and co-requisites.
- Other minor changes as determined by the Curriculum Committee review.

Changes to Existing Syllabi that Require Chair Approval Only

- Changes in required textbooks that remain consistent with the stated objectives of the course and coverage of topics generally included in equivalent courses at other institutions.
- Changes made to CSLOs and / or PSLOs based on data collected and analyzed through assessment process.
- Changes to the quantity and relative weights of graded assignments and examinations.
- Other minor changes as determined by the Curriculum Committee review.

Periodic Review of Existing Syllabi

Academic departments must submit all their course syllabi for review by the college and the Curriculum Committee at which time the program is reviewed. This review must include the preparation of the standard documentation required for the proposal of a new course. The Curriculum Committee shall determine which of the existing courses have undergone sufficient change to also require approval by the faculty.

Expiration of Syllabi Approval

Courses that are not offered during a five-year period may not be offered again until they are submitted for approval following the procedures outlined in this manual.