

Course Scheduling

New Course

- A new course may have a two-year interim approval in the Student Information System (SIS) after being approved by the College in the COURSES (Course Request System).
- The request for interim approval must be made to the University Curriculum and Catalog office. After interim approval is granted, the course may be scheduled by the unit via the online Schedule Change Form for the next term.
- Concurrently, the new course will continue its normal route through the governance process.
- Certain new courses that have relationships to existent courses which are being deleted, may not be able to have interim approval.
- Rationale for interim approval: to encourage curricular renewal.

Existing Course

- When a course is changed, certain elements of the course require it to become a different version of the course in the Student Information System (SIS). Only one version of a course may be active in a given term.
- Changes to existing courses including requests to delete a course follow the normal route through the governance process.
- Certain course changes approved by Academic Council before summer enrollment begins may have a summer effective date.
- Certain course changes approved by Academic Council before annual enrollment begins may have a fall effective date.
- Rationale: to avoid confusion and disadvantaging students who enrolled in a prior version of a course.

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