Overview of Course Approval Process:
Course approval requests are initiated by the faculty of any course sponsoring agency (department, college, academic program, or division). Please see the flow chart for the course approval work flow in the OCA.

- Instructor or department initiates a course.
- Faculty: fills out appropriate forms (see below for types, FAQs) per department and divisional procedures. These include a completed course approval form and separate supplemental form for undergraduate and graduate courses. Disciplinary Communications (DC) courses require a DC statement form and appropriate form per request such as revision or new addition to.

- Course Contact: enters course information into the online Course and Curriculum Leave Plan (CCLP) database. Follow the CCLP processes here: http://clp.ucsc.edu/about/index.html

- The Course Contact must then create a pdf copy from the CCLP and upload the course proposal into the OCA system to begin the approval process, unfortunately the two systems are not compatible or linked.

What are levels of review applied to a course?
Department Chair: reviews and approves course proposals. The Department Chair’s role may be delegated to another faculty person (e.g., curriculum committee chair or other proxy), depending on the department’s procedures. See Assignment of User roles for more information under definitions below. The proposal is automatically routed to these reviewers and once approved, sent to the Dean who has authority to comment on, but cannot delay, submission to the Academic Senate approval process.

Registrar Staff: conducts a preliminary review of proposals and syllabi for completeness, and may contact department Course Contacts if more information is needed.

Academic Senate: Committee on Educational Policy (CEP) and Graduate Council (GC) sub-committee members review the proposal and either approve or have concerns and questions that will require more information. CEP and GC have noticed some confusion about the course approval process, in particular with respect to the Dean’s approval or disapproval of new courses, major modifications to existing courses, and suspension of existing courses. We would like to clarify authority and responsibility in the course approval process.

Deans do not have curricular authority; the Regents vest this authority in the Academic Senate. The need or lack of need of any specific course or type of course is an academic decision under the purview of Committee on Educational Policy and the Graduate Council, as agents of the Academic Senate and requests that Division forward any courses for which the supervising Dean
has not indicated approval but can comment on. This would give CEP or GC the opportunity to understand the positions of the department and the dean in making its decision. The approval of a course is an academic matter, in the purview of the Senate, while the offering of a course may, or may not, be a matter of funding and resource allocation.

*Please note that the Course Contact for the sponsoring agency is responsible for checking the course approval status in the OCA.*

**Course Approval Deadlines**

Course Approval Calendar: [http://registrar.ucsc.edu/calendar/other/course-approval.html](http://registrar.ucsc.edu/calendar/other/course-approval.html)

[CEP sent out notification on May 29, 2014, on honoring deadlines and we ask you honor this request as late submissions negatively impact staff and committee member workload.]

Faculty sub committees do not routinely review courses during the summer. Courses submitted for review after the end of the quarter in June will not be reviewed until the start of the following fall quarter.

Exceptions will be granted to address emergency issues, such as last minute staffing changes due to an unexpected separation, medical emergency or similar issue. To ensure timely approval of courses, departments and programs must prioritize meeting course approval deadlines.

**What are course actions and modifications?**

**TO CREATE A NEW COURSE:**

- Fill out Course Approval Form and supplemental course approval form for either undergraduate or graduate course offering, or both for a joint grad-undergrad course
- To number a new course, use a new number that has not been used in the recent past, for a number that is not active, check with the Registrar’s Office if it can be re-used
- Provide a syllabus for the course being proposed.
  
  NB: For every new course, or for any request to substantially change an existing course, a syllabus is required. CEP expects certain components to be included in every syllabus:
  - The requirements for the course (what students will be expected to do to pass), and the relative weight of each requirement toward the final grade (usually expressed as percentages)
  - Requirements for undergraduate courses must include a comprehensive final examination, unless an alternative method of final assessment has been noted in the proposal and explained in the syllabus.
  - A chronological schedule of topics, usually in a week-by-week format
  - A list of required readings

**What is required for General Course Approvals?**

- Course approval form and the supplemental sheet are attached for
  - for new courses,
• major revisions,
• courses changing from one to two quarters,
• courses changing from lower to upper division (or vice versa),
• or to the graduate level.
• Separate supplemental forms are required for undergraduate and graduate courses.
• Disciplinary Communications (DC) courses require completed Disciplinary Communications Statement Form. See below for complete instructions.

How do you create a Cross Listed Course?:

- **Cross Listed Courses:** A course that is shared between two departments for joint sponsorship
  Cross-Listed Courses use the Cross Listed Course approval form
  *Note: both departments must sign off before the course can be moved along in the OCA for CEP approval. To make changes in an existing cross-listed course, use the minor/major cross listed course approval form based on action desired.

What is a Major revision?

- Re-numbering a course when substantial changes are made to the content
- Revision to an existing course with substantial changes
- Reactivating a course with substantial changes and/or new instructor
- Change course pre-requisites
- credit unit change (i.e. 2 to 5 units)
- Change GE conditions on a course
- Adding a GE and/or renumbering a course
- Creating a distance learning course
- enrollment changes i.e. restrictions for majors
- changing the course from a lower division to an upper division or vice versa or to the graduate level
- To change default grading option to P/NP only (see below)

What is a minor revision?

- cancellation of a course
- reactivate with same instructor
- suspension of a course
- number change
- title change
- Interview only courses
- Change in enrollment, i.e. limited enrollment changes (enrollment limited to 20 to enrollment limited to 25)
- Repeat for Credit
- Withdraw a course
How do you add a GE designation to an existing, approved course?

- Fill out the undergraduate course Supplemental form for the desired GE

The following processes are sent as written requests to CEP from the Instructor or Department Chair in the form of a request with justification.

- **To change default grading option to P/NP only**
  CEP views these types of requests as a restriction on student’s rights, students have the ability to choose their grading option. This default grading option is only for courses where the instructor has no basis for evaluating student performance, i.e. field study. Additional justification documentation is required from the sponsoring agency.

- **Create a new subject area code** (courses need these typically for a new major or new sub-department, etc.)

How do you submit an Online Course?

Existing courses can be revised into an online course, the major course revision form and the online supplemental form are required. For submission of new online courses the course approval form, undergraduate supplemental form and the online supplemental form are required. Hybrid or flipped courses are not considered online courses, an online course is one which all interaction with student, instructors and teaching assistants is online. These types of courses can offer optional in person sections for help. These courses are reviewed the same as traditional course offerings and CEP evaluates online courses with the same rigorous vetting system accepted by our campus and based on engagement specified in the syllabi, rather than exclusively on their mode of delivery.

Disciplinary Communication:

This general education and major requirement curricula was approved by CEP during the reform. Most departments would only be submitting changes or additions to the existing approved curricula.

- For revisions to a DC plan use http://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication-approval-revision.pdf
- For a new DC plan use http://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication-statement-form.pdf

Reference Materials

- A comprehensive course syllabus should include:
  - Title
  - Course assignments
  - Sections divided by headers
  - Course readings
  - Weekly assignments
  - Assessments and exam dates
Grading Scale
- Required Noticing (Academic integrity, DRC accommodations, etc.)
  - Credit Hour Policy
  - Online courses
  - Existing courses can be revised into an online course, the course approval form and the online supplemental form are required.
  - Summer course requirements are the same for those taught during the academic year
  - American History Institute (AHI) courses
  - GE requirements for courses

Common Course Numbers which are often confused:
42/192: Student Directed Courses/Student Directed Seminar (SDS)
99/99F/199/199F: 2 and 5 unit Tutorials by arrangement with a faculty sponsor
190/194/196: Capstone courses
191: Course Assistant Teachers for Practicum may not be repeated for credit
193/198: Reserved for field studies
THEA 45: Student Directed Productions

Related Links and Campus Policies
- CEP Website
- CCLP Website
- Office of the Registrar
- UCSC Division Regulations
- University of California Regulations

FAQs
1) What I want to do is not listed here?
   a. Call or email Margie Claxton in the Registrar’s Office.

2) For Summer Session, should the course content be altered?
   a. No, CEP has determined that course content must follow the approved documentation or syllabus, and not dilute the material due to the course being offered in a compressed term.

3) Enrollment restrictions on courses, how do we do this?
   a. If a department wants to restrict courses to a say first-year and sophomore students and others by permission, this would be a major revision to the course and on the supplemental form you would need to show justification for the change and stakeholder consultations would have to occur with or without prerequisites. The Registrar’s Office can set this up for your department.

4) Independent study courses can be set up P/NP when students have a contract agreeing to the grading for their specific project/special study; that the instructor has also approved. This is not the same as when a department requests the course be specific for all students to receive only P/NP grading.
Please contact Margie Claxton (mclaxton at ucsc.edu) or the CEP Analyst, Susanna Wrangell (swrangel at ucsc.edu) or GC Analyst Esthela Bañuelos (esthela at ucsc.edu), with any questions.

\(^{ii}\text{Senate Regulation 638.}\)