

**LINCOLN UNIVERSITY**  
**COURSE APPROVALS MANUAL**  
For Undergraduate and Graduate Courses

Approved by the Faculty on March 1, 2000

1. Introduction and Purpose of the Manual

This Manual defines the policies 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, require 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.

2. General Policies for the Approval of Courses

a. Standards of Style

All proposals for courses must contain:

- i. The Course Submission Form.
- ii. A written statement by the Department(s) presenting the proposal that addresses the following issues:
  - (1) For New Courses:
    - (a) How does it contribute to the general course offerings of the Department? Is the course part of a departmental core; is it required for a major; or is it an elective?
    - (b) How does it contribute to the general course offerings of the University? Is it primarily a *service* course for the Core Curriculum or for majors in other departments?
    - (c) How will the course be taught (general pedagogy) and therefore contribute to the general educational objectives of the University — e.g., connect course to mission of the department, school, and university.
    - (d) What will be the economic impacts of the course?
  - (2) For Changes to Existing Courses  
The proposal must explain the purpose of the change and how it will affect the issues described in the previous section for new courses.
- iii. A syllabus containing:
  - (1) the course identifier (e.g., ENG-102), title, and schedule,
  - (2) instructor's name, office location, and instructions on how to communicate with the instructor,
  - (3) full bibliographic citations for all textbooks and other reference material, with a clear indication of whether each one is a required reading or is a recommended reading,
  - (4) the standard course description to be used in the University Bulletin (catalog),
  - (5) a brief statement of the purpose of the course,
  - (6) a prominent reference to The Lincoln University Academic Integrity Statement (a copy of the Academic Integrity Statement should be attached to all syllabi when they are given to students),

- (7) a complete description of how the student's performance will be assessed (the grading system),
- (8) the schedule of assignments and examinations, and
- (9) the policy on attendance.

b. Changes to Existing Courses that Do Not Require Approval

- i. 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 do not require approval by the Faculty.
- ii. Changes in the quantity and relative weights of graded assignments and examinations do not require approval by the Faculty.

c. Periodic Review of Existing Courses

Academic departments must submit all their courses for review by the School and the Curriculum Committee at least once every five years. This review will be done on a rotating basis, such that a designated number of departments will undergo this review in a particular year. The Curriculum Committee shall establish a schedule for which departments will undergo the review each year.

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.

d. Expiration of 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 for a new course proposal.

3. Procedures for Approval of New Courses and Revisions to Courses

a. Responsibility for Initial Proposals

Primary responsibility for preparing a 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 will be coordinated with the Registrar prior to submission of the proposal to the School for review.

b. The Review Process

i. 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 it includes a clear definition of student learning outcomes that can be assessed.

ii. School Review

A complete proposal must be distributed to members of the School at least one week prior to the School meeting at which the proposal is reviewed.

The faculty in the School will review the proposal and ensure (a) the adequacy of the departmental review and (b) that the proposal is consistent with the broader goals and programs of the School and the mission of Lincoln University.

iii. Curriculum Committee Review

The Curriculum Committee will review the proposal and ensure (a) the adequacy of the departmental and school reviews and (b) that the proposal is consistent with the policies and mission of the University.

iv. The Faculty

The Faculty must approve all new courses and revisions to existing courses before they can be implemented.

c. Tracking Course Proposals Under Review

The Registrar will maintain a registry of course proposals. This registry will include notations on all actions taken by the Schools, Curriculum Committee, Faculty, and Board of Trustees. In this context, actions include approvals and returning proposals to lower levels with instructions for changes.

The Department Chair is responsible for submitting a copy of the Proposal to the Registrar. The Dean of the School and Curriculum Committee Chair are responsible for reporting all actions taken at their respective levels to the Registrar.

The Registrar will be responsible for verifying and recording the actions taken by the Faculty.