

## New Course Approval

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***Background & Rationale:*** An outcome of the 2017-2018 SACSCOC reaccreditation review was the directive that schools provide an explicit statement that justification of credit is required for all course approvals. Although the Jepson School already has a practice of both including statements of justification of credit on all syllabi and reviewing justification of credit as the faculty evaluate new course proposals, processes were made more explicit by including language in its “New Course Proposal Submission Guidelines” form, and by approving the modification of the *Faculty Handbook*, Section VIII.H. (Jepson School of Leadership Studies Academic Approvals).

***Policy:***

- ❖ A new course proposal, including proposed credit along with a summary of approximate time students are expected to devote to course activities, is presented to the Academic Affairs Committee for approval.
- ❖ The proposal should address, when relevant, the course's connection to the study of leadership and its potential for advancing students' understanding of leadership.
- ❖ If approved by the Academic Affairs Committee, the proposal goes to the entire faculty for approval.
- ❖ If approved by the faculty, the course becomes part of the curriculum of the school.

*Modification approved by the Jepson Faculty, February 21, 2018*  
*Modification approved by the Jepson Faculty, March 24, 2023*

## NEW COURSE PROPOSAL SUBMISSION GUIDELINES

*To submit a new or revised course proposal, faculty complete the new course proposal form below and return it to the Associate Dean for Academic Affairs. Proposals are then submitted to the Academic Affairs Committee for approval. Upon endorsement by the Academic Affairs Committee, proposals are submitted to the Jepson school faculty for approval.*

NEW COURSE NUMBER: \_\_\_\_\_

FULL COURSE TITLE: \_\_\_\_\_

INSTRUCTOR(S)/COURSE CREATOR(S): \_\_\_\_\_

COURSE INFORMATION:

- What is the purpose and rationale for the course? Include evidence of student interest, and how the course relates to the department or program curriculum.

\_\_\_\_\_  
\_\_\_\_\_

- Attach outline of the course detailing the topics to be covered and/or sample syllabus.
- If your 'awarding of credit' statement on your syllabus differs from the following, please explain:

**Awarding of Credit**

To be successful in this course, a student should expect to devote 10-14 hours each week, including class time and time spent on course-related activities.

[registrar.richmond.edu/services/policies/academic-credit.html](http://registrar.richmond.edu/services/policies/academic-credit.html)

- Catalog description: \_\_\_\_\_

\_\_\_\_\_

- Prerequisites (if any): \_\_\_\_\_

- Units of credit: \_\_\_\_\_ Estimate of student enrollment: \_\_\_\_\_

- Will the course be cross-listed with other schools/departments? If so, indicate their support for the course.

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FOR OFFICE USE:

Approval by Academic Affairs Committee \_\_\_\_\_ Date Approved \_\_\_\_\_