ACADEMIC AFFAIRS GUIDELINES

Section 1:	Courses and Curriculum: Guidelines and Procedures	
Title:	Authority to Offer an Existing Common Course	
Number (Current Format)	**Number (Prior Format)**	**Date Last Revised**
2.4.1.C	I.B.1; 1.2	10/2018
Reference:	AAC Guideline 2.4.1.A – Common Course Guidelines	
Related Form(s):	AAC Form – Authority to Offer Existing Common Course Form *(Credentials Required)* AAC Form – Institutional Curriculum Requests Form *(Credentials Required)*	

Approval Summary Quick View

Revised Common Course	►	VPAA	►	Discussion w/ other universities	►	CAO	►	AAC	►	BOR Exec. Dir. Interim Actions Report

1. This guideline applies to universities requesting authority to offer an existing common course. In addition, the approval process described in this guideline can make an existing unique course a common course.
2. A **common course** is a course offered by one Regental institution that has essentially the same content (subjects/breadth) and level of instruction (depth) as a course offered by at least one other Regental university. Common courses shall have common CIP codes, prefixes, course numbers, course titles, course descriptions, and prerequisite requirements; common courses are equated (considered the same course for degree completion) in the Student Information System (SIS). Common courses also include courses cross-listed with a common course and 500-level courses dual-listed with a common course. Courses approved as meeting system general education requirements are not necessarily considered common courses. Common courses are not necessarily offered at all Regental universities.
3. The Board of Regents has a vested interested in maintaining the integrity of the Common Course Catalog environment. Institutions are strongly encouraged to align new courses with existing courses in the Regental system to ensure an adequate transfer equivalency processes for students.
4. The university Vice President for Academic Affairs (VPAA) reviews all authority to offer an existing common course requests with the system Chief Academic Officer (CAO).
5. The university requesting authorization to teach the existing common course should discuss the proposal with the university/universities currently offering the course. The details of that discussion (e-mail, etc.) shall be included with the Existing Common Course Request Form as needed.

6. When university personnel make the initial request, the provost(s) at the institution(s) shall be included when making direct contact to faculty or departments. Institutions shall establish their own internal framework for providing the official campus response to common course requests, and allow for a timely response.
7. The system CAO will schedule discussion with the Academic Affairs Council (AAC) as needed.
8. Authority to Offer an Existing Common Course requests require completion and submission of the Institutional Curriculum Requests form in addition to the Authority to Offer an Existing Common Course Form.
9. The system CAO will make a recommendation to the Executive Director of the Board of Regents (BOR).
10. The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.
11. The Enrollment Services Center (ESC) processes approved requests.

SOURCE:

May 2018 (Clerical); October 2018 (Clerical).