



UNIVERSITY OF  
BRIDGEPORT

# POLICY AND PROCEDURE

<b>TITLE:</b>	<b>New Course Creation</b>
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## POLICY STATEMENT:

The University of Bridgeport academic schools are regularly creating new courses as new programs are developed or a need is identified. Courses are developed within each school by program directors and academic deans. Prior to a course being finalized it must be approved by the curriculum committee of the host program's College. The approved course is entered into Colleague and the university catalog by the Registrar's Office.

## PROCEDURE DETAILS:

The following information details the steps required for an academic school to create new academic courses.

### Course Creation and Processing

1. The Dean and/or Program Director/Chair identifies a need for a new course. Need can be determined by the development of a new program, the need for additional courses in an existing program, or new initiatives to enhance student success.
2. The Dean, Program Director/Chair, or applicable faculty members develop a course title, course description, and student learning outcomes.
  - a. The Dean or Program Director must contact the Registrar to obtain a course code.
3. The Dean or Program Director complete the New Course Approval Request Form (Appendix A). The form requires the following information: a course number, course title, pre-requisites and/or co-requisites, number of credits, fees, course description, and student learning outcomes.
4. The form is e-mailed to the Chair of the curriculum committee. The forms are added to the consent agenda and presented at the next curriculum committee meeting.
  - a. The Chair of the curriculum committee includes the New Course Approval Request Form to the next committee meeting documentation.
  - b. Approved forms are sent to the Dean of the host program's College for approval.
  - c. Approved forms are sent to the Provost for approval.
  - d. New courses will not be added to Colleague or updated in the Catalog until they are approved through the Provost's Office.
  - e. Registrar's Office creates new course codes for approved programs

## PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

## DEFINITIONS:

Consent Agenda: Practice that groups routine business and reports into one agenda item that can be approved in one action, rather than filing motions on each item separately, saving time.

**EXCLUSIONS:**

Existing courses are excluded from this process, it is meant for newly created courses or courses that have extensive revisions requiring a new course be created.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Academic Colleges

Registrar's Office

**HISTORY:** Adopted July 2021 by Cabinet: Revised April 2025

<b>EFFECTIVE DATE:</b>	July 2021
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academic Affairs
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Appendix A: New Course Approval Request Form