



## MEMORANDUM

Approved by Elizabeth Matthews 10/5/2021

*Elizabeth J. Matthews*

**DATE:** October 5, 2021

**TO:** Dr. Elizabeth Matthews  
Interim Dean, College of Humanities, Arts, Behavioral and Social Sciences

**FROM:** Curriculum and Academic Policy Committee  
Nicoleta Bateman  
Haylee Deluca Bishop  
Ashley Fogle  
María Gómez-Martín  
Scott Greenwood (Chair)  
Martha Stoddard-Holmes

### Revised CHABSS Course Offering Procedures

#### Rationale:

These Procedures document the fact that curriculum is housed in the Department or Program that created it. Departments and Programs maintain curricular oversight over their courses, including which ones to offer, when to offer them, and whom to assign to teach them.

#### Procedures:

1. The Department or Program that created a course via a T-form or C-form, and secured approval through the established curriculum review process, is the home Department/Program for that course.
2. Only the home Department/Program possesses the authority to schedule their courses in any state-side and/or Extended Learning class sessions (e.g., Fall, Spring, self-support programs, Summer, Winter intersession, Open University, etc.).
3. Departments/Programs wishing to offer their students a course housed in a different Department/Program shall make a request to the Chair/Director of the home Department/Program to offer that course. The home Department/Program maintains oversight over the course, its offerings, and teaching assignments. The Home department/program is not obligated to offer a course.
4. In the event that a course housed in a home Department/Program is scheduled by another Department/Program outside of these outlined procedures, the Dean's office will notify the scheduling department that they are out of compliance with proper course offering procedures. The Dean's office will require the Department/Program which is out of compliance to work with the Dean's Office and the home Department/Program to assign an instructor per the home Department/Program's course assignment procedures. If this is not possible, the Dean's Office will cancel the class.

**cc:** Carmen Nava  
Associate Dean of Curriculum, Academic Programs/Student Success