A proposed, new, credit course will require the submission of a course design (see Regulation 6100.02 - Course Design Format and Guidelines). The course will not be considered for approval until said design has been submitted to the appropriate Dean the approved format.

The course design will be prepared by the individual proposing the course and will be reviewed by the appropriate Dean. The course design along with the new course proposal form will then follow the procedure as outlined in Regulation 6110.01, Curriculum, Course, Workshop, and/or Independent Studies Course Approval Process (Regulation 6110.01).

Approved course designs will remain on file in the office of the Registrar.

Course designs will be reviewed at the division level at least every third year, after approval, for the purpose of updating. Significant changes in the course design (e.g., change in text, credit, etc.) which occur within the three-year time frame will require an immediate updating of the course design prior to its delivery. Updated course designs will be approved by the appropriate. The course design along with the course modification form will then follow the procedures as outlined in Regulation 6110.01.

In the delivery of a course, the approved course design will be followed by the instructor, regardless of where, and by whom, the course is delivered. The instructor will be expected to provide, at a minimum, those learning activities described in the course design. Should it be determined that a course cannot be delivered at a particular site because the learning activities identified in the course design cannot be provided, the course will not be taught.

College officials charged with the supervision of faculty and course delivery will ensure that approved course designs are followed in those courses which fall into their area of responsibility.

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