



Policy Title
Creation of New Course Policy

Policy Number
1-042

Responsible Unit: Office of Academic Affairs	Effective Date: April 14, 2023
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: April 14, 2023
Policy Classification: Academic Affairs	Last Revised Date: April 14, 2023
	Origination Date: Before 2019

I. POLICY PURPOSE

This policy describes the process that must be followed to create a new course at Southern University Law Center (SULC).

II. POLICY SCOPE

This policy applies to all faculty members who seek the creation of a new course at SULC.

III. POLICY COMPLIANCE

Failure to adhere to this policy will result in a proposed course not being approved by the faculty of SULC.

IV. POLICY DEFINITIONS

Not Applicable.

V. POLICY AND APPLICABLE PROCEDURES

One who desires the creation of a newly proposed course must follow the following steps:

- A. The faculty member would prepare and submit a memorandum to the Curriculum Committee containing the following information:
 1. A statement discussing the importance and relevance of the course.

2. A description of how the course relates to SULC's mission and institutional objectives.
 3. A course description of what the course will cover.
 4. The identification of a recommended textbook.
 5. A description of supplemental materials that will be used to teach the course.
 6. An indication of whether the course should be: a) a required course or an elective, b) on the common law or civil law track, c) offered in the first-, second-, or third-year of a student's study; d) whether the course qualifies for Advanced Legal Writing credit; and e) any prerequisite courses that must be taken prior to enrolling in the proposed course.
 7. A draft course syllabus detailing the doctrinal material that will be covered for each class session and the amount of preparation a student would need to engage in for each class session (i.e., specific pages of the textbook that students must read).
 8. A recommendation of how many credit hours should be allocated to the course in compliance with Academic Affairs policy number 1-015 (Credit Hour Policy).
 9. An identification of student learning outcomes for each area of coverage for the course.
 10. An indication of interest in the course among the student body (i.e., survey, memorandum of interest from student bar association or student organization(s), etc.).
 11. A description of how the professor proposes to teach the course and how students will be assessed in the course, including, but not limited to, assignments, quizzes, formative assessments, and/or summative assessment (final exam or final project).
- B. The Curriculum Committee will review and evaluate the proposal and obtain additional clarification, if necessary, from the faculty member proposing the new course. The Curriculum Committee may request that the individual proposing the new course be present at the committee meeting to present their proposal and answer questions of the committee members. The Curriculum Committee may return the proposal to the faculty member for further development if the committee has unresolved questions or the information submitted is insufficient to support a positive recommendation from the committee to the faculty. The Curriculum Committee must consider the appropriate credit hours for the course under Academic Affairs policy number 1-015 (Credit Hour Policy).
- C. If the Curriculum Committee votes to recommend the proposed course to the faculty, then the Curriculum Committee will submit a recommendation to the full-time faculty at a faculty meeting for approval of the new course, to include the credit hours to be allocated to the course and any other recommendations or restrictions (i.e., limited number of enrolled students in the course in a given semester) that are appropriate. The Curriculum Committee must make an affirmative statement regarding what the course prerequisites should be for the proposed course.
- D. The full-time faculty members will review the recommendation of the Curriculum Committee and, if necessary, seek further information from the faculty member that proposed the creation of the new course.
- E. The full-time faculty will vote to either accept or deny the recommendation of the

Curriculum Committee.

- F. If the proposed course is approved by the faculty, the course will be assigned a course number by the Registrar's Office and added to SULC's course bank. However, the approval of a course is not an indication of when the course will be placed on the course schedule nor an indication of who will be assigned to teach the course.

VI. POLICY RELATED INFORMATION

This policy is designed to ensure that SULC complies with the standards of the American Bar Association (ABA) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the creation of a course for academic credit at SULC.

VII. POLICY HISTORY AND REVIEW CYCLE

This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. This policy was reviewed and placed in the current format on April 14, 2023. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

VIII. PUBLICATION OF POLICY

The policy is published on the SULC website at www.sulc.edu.

IX. POLICY APPROVAL

This policy was approved on April 14, 2023.



John K. Pierre
Chancellor

April 14, 2023
Date