APPENDIX A

New Course Approval Form

For a new course to be reviewed by the Academic Affairs Committee, please complete a Consent Agenda and the New Course Approval Form. Both forms should be submitted to the AAC Chair one week prior to the AAC meeting. Once approved by the AAC, a master syllabus should be submitted to the syllabus subcommittee for approval.

Course Number:

Course Title:

Number of Credits:

Pre-requisite and/or Co-requisite: (Please signify if pre-req, co-req, or both)

Approved Fees (if applicable)**:**

Course Description:

Course Student Learning Outcomes:

Goodwin University

APPENDIX B

Please complete the form below in detail to inform the Academic Affairs Committee of academic changes to your school and programs. Once complete please e-mail the form it to the Academic Affairs Chair as a Word document.

CONSENT AGENDA FORM

ITEM	SUBMITTED BY	SCHOOL	DATE DECISION MADE

WHAT IS CHANGING? (PROVIDE A DETAILED DESCRIPTION OF THE CHANGE INCLUDING THE CURRENT SITUATION AND THE CHANGE)

WHO WAS INVOLVED IN DECISION?

WHY WAS THE CHANGE NEEDED? (SUCH AS DATA DRIVEN DECISION, ACCREDITATION, REALIGNMENT, ETC.)

WHERE DOES CHANGE NEED TO BE MADE AND WHO IS RESPONSIBLE FOR CHANGE (PLEASE ENTER AN X IN ALL THAT APPLY)			
	Catalogue (Registrar's Office & Department)		Faculty Handbook (Department Notify Human Resources)
	Syllabus (Department)		Goodwin Policies (Department Notify OIE)
	Website (Department Notify Communications)		One Sheets (Department Notify Communications)
	SONIS (Registrar's Office)		Blackboard (Department Notify Distance Learning)
	Student Handbook (Department Notify Student Services)		Other: _____ _____

Syllabus Application

Submit a completed Application and Master Syllabus, for each course, to the committee for review.		

Course Number & Name:		

Submitted By:		Date Submitted:

School: ☐ Business Technology and Advanced Manufacturing ☐ Nursing and Health Professions ☐ Applied Liberal Arts and Social Sciences	☐ Disabled Course Original Course Code: Course Type ☐ On Ground ☐ On Line ☐ Both Formats	Program: Program Director Approval:_____ Dean Approval:_____

Syllabus Information

Syllabus/Course Information (provide any additional information that may help the committee when reviewing the syllabus such as new program, purpose of the course, includes accreditation requirements, etc):

Committee Recommendation:

☐ Approval ☐ Revision and resubmission
☐ Approval with minor revisions ☐ Denial
Comments:

Committee Chair:	Review Date:	AAC Date:

Please Note: *All of the categories and elements of the New Course Syllabus Checklist must be included in the Master Syllabus submitted for review.* The committee recognizes that some sections of the syllabus may be customized by faculty to align with their teaching style.