

## **UCI DEFINITIONS, POLICES AND PROCEEDURES FOR COURSE DEVELOPMENT AND COURSE CONTINUATION (Fall, 2012)**

### **A. Level and Emphasis in University Courses**

1) A University course presents an integrated body of knowledge, with primary emphasis upon the elucidation of principles and theories rather than upon the development of skills and techniques for immediate practical application.

2) The University does not offer courses similar in nature and purpose to those regularly offered by technical high schools, trade schools, or vocational schools. The University does, however, have use for courses in which the development of skills and techniques are emphasized for either of the following reasons:

(a) As a means of learning, analyzing, and criticizing theories and principles;

(b) As a necessary and integral part of professional training accomplished in courses which comprise a recognized professional curriculum.

### **B. Scope and Organization of Courses**

Without seeking to determine general educational policy or to infringe upon departmental judgment regarding course content, SCOC employs the following criteria in evaluating course requests.

1) Each course should have a clear and essential place in the department's course structure, either filling a gap or strengthening that structure without duplication or needless overlap.

2) Courses should not represent unnecessary or inappropriate proliferation, splitting up a body of knowledge or a field of study into parts too small to warrant separate treatment.

3) The content of each course should represent a unified and integrated body of subject matter, not a collection of incongruous elements arbitrarily brought together under a single heading.

### **C. Continuation of SCOC Approval for Courses**

Any course which has not been taught for three to five years or that has never been taught is subject to cancellation. Departments must review their course offerings and delete those which have not been offered in that period of time or provide justification for retaining the course. To assist departments in this effort the office of the Registrar annually provides each academic unit a list of courses that haven't been offered in the last three, four or five years or which have never been offered.

After a course hasn't been offered for 3 years, the registrar will ask the Department if they would like to deactivate or delete the course. No action will be taken if the Department does not respond.

After a course hasn't been offered for 5 years (or never), the Registrar may automatically deactivate the course after it notifies the unit that this action will be taken. If the unit doesn't want to deactivate the course, they must send a letter of request/justification to SCOC.

This policy encourages the careful examination of infrequently offered courses in light of a department's overall curricular objectives and resources.

#### **D. Catalogue Deadlines**

In order for courses to be included in the UCI General Catalogue, Course Action Forms must be submitted by an early December deadline. This deadline is announced early in the fall quarter and also applies to requests for review of general education courses and proposals of new for modified degree requirements.

#### **E. Reuse of Course Numbers**

When a course is deleted, the number is then “free” and unassigned. However, departments should be aware that there are problems with tracking degree requirements and identifying repeats if the number were to be reissued immediately. A minimum of six years should elapse before departments reassign the course number. Under exceptional circumstances, academic units may petition SCOC for exceptions to this policy.

**IMPORTANT:** Departments should allow ample time for the review process. Deadlines set for Catalogue submissions are based on processing and printing schedules and cannot be modified.

Forms received after the deadline will continue to be processed, and departments may submit forms at any time of the year, but the Catalogue deadline remains in effect.