Rice University Policy No. 804

PROCEDURE FOR ESTABLISHING NEW COURSES

I. General Policy

This policy applies to all Rice University

New courses are to be proposed by Department Chairmen to the appropriate Divisional Dean, or the Provost, and should include a statement indicating the purpose of the course and its effect on established curricula. Need, duplication, adequate faculty and facilities will be considered in all cases.

Those new courses that represent a substantial change affecting general curricula will be referred by the Dean or Provost to the President who will act with advice from interested persons and groups when necessary. The Dean or Provost will have authority to approve all other new courses and will then forward copies of all approved course descriptions to the Provost's office, which will keep the Registrar informed and see that they are included in the next publication of the General Announcements.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Provost

Policy History
Clerical Change: February 5, 2018
Revised: August 30, 2000
Revised: September 15, 1971
Revised: September 4, 1969
Issued: September 22, 1966