1. PURPOSE
This PS standardizes the procedure by which new courses are added to the course inventory.

2. POLICY/PROCEDURES
2.1 The originating department prepares a Course Inventory Update form (current form attached to this PS) for each new course proposed, including specific courses to be taught under special topics designations, and seeks approval by the department curriculum committee and department chair.

2.2 The request, as approved by the department curriculum committee and department chair, is transmitted by the department chair to the appropriate dean for approval. For new courses taught under special topics designations, no approval beyond the dean’s is required. Once a new course taught under a special topics designation has been approved by the dean, it may be taught in subsequent terms without additional approval. However, no course taught under a special topics designation may be taught more than three times within any five year period. In order for such a course to be taught more often, it must be approved as a regular, permanent course.

2.3 For all other courses, the dean transmits an approved request to the University Curriculum Committee for approval. Requests that are not approved are returned to the department chair.

2.4 After review, the University Curriculum Committee forwards its recommendation to the vice president for academic affairs/provost.

2.5 If approved, the vice president for academic affairs/provost follows current Coordinating Board course inventory update procedures. Requests that are not approved are returned to the appropriate academic dean.

3. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): Vice President for Academic Affairs/Provost
Review: Biannually

President

Reprint of original policy statement. Signed original on file in the President's Office.
### University of Houston-Downtown
### Course Inventory Update

<table>
<thead>
<tr>
<th>Date Prepared:</th>
<th>Effective Semester:</th>
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</table>

**Course prefix, number, and title:**

**CIP code (if known):**

**Funding code (if known):**

**Type of update (type an “X” in all boxes that apply):**

- [ ] new course
- [ ] new special topic
- [ ] change course number
- [ ] change course title
- [ ] change prerequisites/corequisites
- [ ] change course description
- [ ] delete course
- [ ] other

**Description of requested change:**

**For new courses**
- Lecture hours:
- Lab hours:
- Prerequisites/corequisites:
- Cross-listed courses:
- Course description:

**Justification for requested change:**

**Explain how any major, minor, or certification programs would be affected by this change?**

**Explain how the requested change would affect the General Education program (common core, application course requirements, enhancement course requirements)?**

**Other helpful information:**
Approvals:

Department Curriculum Committee Chair  Date

Department Chair  Date

Dean  Date

University Curriculum Committee Chair  Date

Vice President for Academic Affairs  Date