



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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July 19, 2021

SUBJECT: Establishment or Revision of an Academic Course

Instruction: 1314

(OUR)

ABSTRACT

This instruction assigns the responsibilities and prescribes the procedures to be followed in establishing a new course or revising a current course within the Uniformed Services University of the Health Sciences (USU).

A. Purpose. This Instruction provides the framework for establishing a new course or revising an existing one at USU for publication in the University catalog and transcription on the student's academic record, regardless of academic program. This Instruction will cancel Instruction 1322 *Policy for Developing USU Graduate Courses (Reference (a))*. Additional course requirements may be found in Dean's Policy Memos (DPM) when applicable.

B. Applicability. This instruction applies to all USU coursework that is transcribed as University credit.

C. References. See *Enclosure 1*.

D. Policy. Course reviews and approvals are managed through established processes within the school or college (S/C). The size and composition of committees approving courses vary according to the S/C needs and resources. When more than one S/C is involved in oversight of a course (i.e. electives), the S/C where the faculty of record resides has approval authority and is responsible for moving the course through the curriculum review, development and approval process. Courses may be submitted at any time to the Office of the University Registrar (OUR) although publication in the USU catalog may not be immediate given internal time constraints.

The OUR will serve in an advisory role to the S/C curriculum committee to assist with administrative tasks associated with the curriculum such as, but not limited to, course numbering, degree audit, grading, and catalog maintenance following the Registrar Concept of Operations (Reg ConOps) (*Reference (b)*). Documentation for new or changed course management will include the course title, proposed course number, credit hours, teaching method, grading scale, degree applicability, and a brief description of the course for the university catalog following PPM-011-2019 *University Catalog Policy (Reference (c))*. The OUR is responsible for maintaining the historical records of USU certified courses and will archive the catalog every year in the spring semester after the new catalog is published.

E. Procedure. The following provides the steps involved in establishing a new academic course.

1. **Step #1.** Appointed faculty are responsible for reviewing, assessing, and creating curriculum related to their discipline, Service needs as applicable, and accreditation standards.
2. **Step #2.** S/C curriculum committees are responsible for following established curriculum processes while maintaining the S/C mission for the degree and program learning outcomes.
3. **Step #3.** S/C level approval signifies that course content is aligned with the goals/objectives of the degree, accrediting bodies, Services, and the expectation of the public.
4. **Step #4.** Submitting an approved course to OUR signifies that all course standards have been met at the S/C level. OUR will add the course into the Student Information System (SIS) course inventory, degree audit templates, and the university catalog.
5. **Step #5.** OUR will add the course to the appropriate semester schedule for student registration and transcription and when indicated, the course will be created in the Learning Management System (LMS) and synced with the SIS course creation each semester.
6. **Step #6.** An official course syllabus will be stored by the S/C each semester for future accreditation reviews, internal assessments, and inquiries from former students or other external entities.

F. Effective date. This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS
President

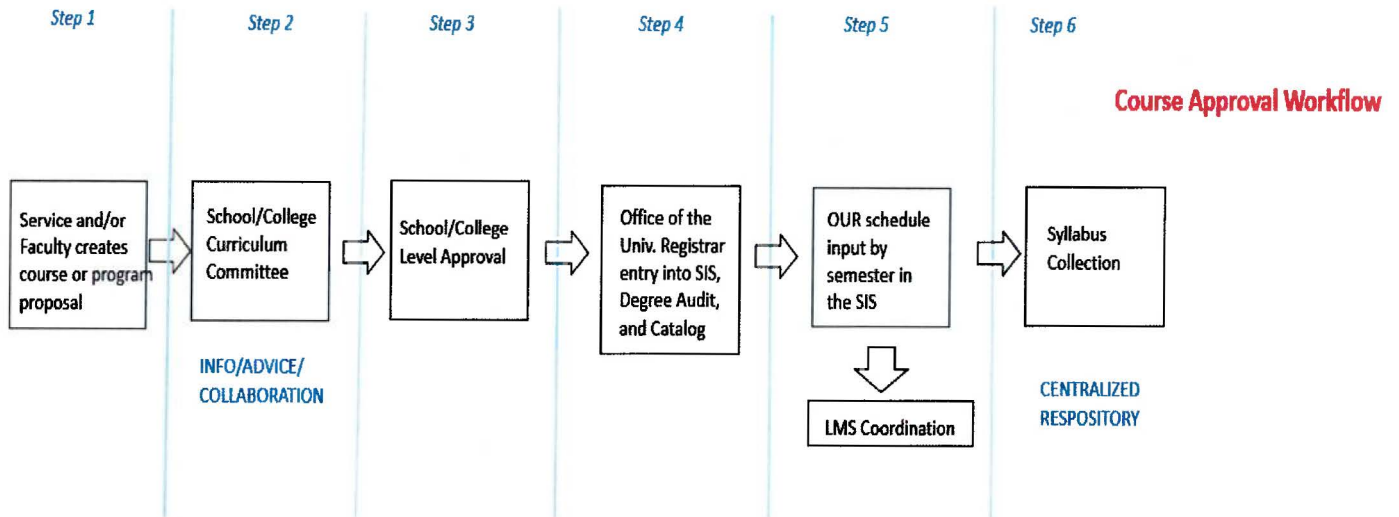
Enclosures:

1. References
2. Attachment
Course Approval Workflow

REFERENCES

- (a) USU Instruction 1322, "Policy for Developing USU Graduate Courses," September 13, 2006 (hereby canceled).
- (b) Registrar Concept of Operations (REG ConOps), March 3, 2020.
- (c) USU PPM-011-2019, "University Catalog," September 23, 2019.

COURSE APPROVAL WORKFLOW



USU Instruction 1314-2021