

R'Course Department Chair Guide

Department Chair Checklist

1. Have you checked to ensure the following:

- The proposed course content is **NOT** already covered by a course in the department.
- The department is willing to provide appropriate administrative support for this course (scheduling of course in banner per Academic Senate approval for R'Courses*, and grade adjustments if necessary).
- The resources needed for this course can be provided by the department or are otherwise available to the student.

*** Academic Senate approval for R'Courses states that courses may not have any pre-requisites or barriers to student enrollment. Additionally, the Academic Senate has approved R'Courses as S/NC grades, however, if your department does not currently have a 198 designation, then it will be necessary for R'Course participants to be given a letter grade per department policy pertaining to 190 designations.**

2. In the event that the student does not comply with recommendations made by the faculty mentor, the department, or the R'Course Board after the course has begun, or if the student is unable to complete instruction of the course, the Department Chair (in consultation with the faculty mentor and the R'Course Board), may terminate a course or request that the faculty mentor completes instruction.

Next Steps:

Sign the R'Courses Department Chair Approval Form if the course meets the criteria for approval. You will be sent an email with a link to the Qualtrics form upon student submission of a proposal.

If you have any questions about any stage of the proposal process, please let us know at rcourses@ucr.edu.