

---

Revision Responsibility: Registrar  
Responsible Executive Office: Provost and Dean of the College

**Purpose:**

To detail policies and procedures for approval and review of courses transcribed as Millsaps College courses but delivered through a cooperative academic arrangement.

**Policy:**

All courses transcribed as Millsaps College credit, including those delivered through cooperative academic arrangements, shall be approved through the college's normal course-approval procedures through the Curriculum Committee.

Additionally, each Millsaps course offered through a cooperative academic arrangement will be routinely reviewed by the Registrar prior to each term in which Millsaps students participate in the course. Specifically, the Registrar will ensure

- The course syllabus, description, learning outcomes and content are consistent with those approved by the Curriculum Committee. Any substantive changes shall be subject to approval through the Curriculum Committee.
- The faculty member teaching the course is appropriately qualified. The Registrar will consult, as needed, with Millsaps' Provost and Dean of the College and the appropriate academic officer from the partner institution.

Furthermore, course evaluations from Millsaps students participating in each Millsaps course delivered through a cooperative academic arrangement will be reviewed by the appropriate Millsaps department chair and/or dean following the course's conclusion. Any issues regarding student perception of teaching, or quality and integrity of the academic experience will be addressed by Millsaps' Provost and Dean of the College and the appropriate academic administrator from the partner institution.