

# **Undergraduate Curriculum and Academic Policy Committee**

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## **Procedures and Guidelines for Proposing New Courses and Deleting Existing Courses (University Undergraduate Course Inventory)**

### **New Course Proposals and Deletion of Existing Courses**

Academic units have primary responsibility for determining the University's undergraduate course inventory. Upon review, the University Curriculum and Academic Policy Committee normally approves recommendations for proposing new courses and deleting existing courses from the inventory. However, proposals for new courses may potentially duplicate in one or more respects the course offerings of other academic units or more generally raise academic concerns. The deletion of existing courses may affect other academic units, including degree requirements and the program of course requirements as would typically be listed in the undergraduate catalog. The following process is intended to facilitate appropriate levels of communication between academic units and the university wide review of undergraduate courses, programs, and degree requirements. In addition, new course proposals must meet general university guidelines, such as appropriate level of course offering and academic rigor, course prerequisites, and, when applicable, general education requirements and writing across the curriculum requirements.

A formal proposal for a new course or for deleting an existing course must be reviewed and approved by the appropriate department and college or school curriculum committee, the college or school faculty if required by that unit, the University Curriculum and Academic Policy Committee, and the Faculty Senate.

Proposals for new courses and for the deletion of existing courses carrying both undergraduate credit and graduate credit must be submitted to the Undergraduate Curriculum and Academic Policy Committee following the procedures contained herein and to the Graduate Council following the procedures established by that Council.

### **Course Numbering System**

**0-99** Precollege-level courses.

**100-499** Lower division courses intended for undergraduate credit only. The first digit indicates the general level of the course: 1 for a first-year course, 2 for a second-year course, 3 for a third-year course, 4 for a fourth-year course. Courses in this category that are acceptable for graduate credit carry alternate numbers in which the first digit only is changed to a 5 or 6 according to the definitions below.

**500-599** Courses that carry graduate credit only in major field different from that of the department offering of the course. Most such courses will be alternate designations of courses normally numbered 300-499.

**600-699** Courses that carry graduate credit in any major field and have alternate designations in which the first digit is a 4 when taken for undergraduate credit.

**700-799** Courses intended for graduate credit only.

## **Procedures and Guidelines for Preparing New Course Proposals and Deletion of Existing Courses**

The following establishes the procedures and guidelines for proposals of new courses and the deletion of existing courses from the University's inventory of undergraduate courses:

### I. New Course Proposals

- a. Submit a **Course Inventory Request Form**
- b. Attach a Course Syllabus based on the following guidelines\*:

#### I. Course Information

Course Title  
Course Number  
Course Meeting Times

#### II. Course Materials (specify required and recommended)

Textbooks  
Articles, Readings, etc.  
Computing and/or Internet Resources  
Other

#### III. Course Objectives

#### IV. Course Prerequisites

#### V. Method of Instruction

#### VI. Evaluation and Policy

Tests (numerical points or percentage)  
Quizzes (numerical points or percentage)  
In-Class Writing (numerical points or percentage)  
Out-of-Class Writing, Papers, or Research  
(numerical points or percentage)  
Individual Projects or Group Projects (numerical  
points or percentage)  
Attendance Policy (numerical points or percentage)

#### VII. Grading Policy

Final course letter grade earned in relation to  
evaluation and policy.

When applicable, final Writing-Intensive grade earned in relation to writing requirements (for Writing Across the Curriculum courses in General Education and in the Major)

#### VIII. Assignments and Course Outline

Textbook, Journal Articles, Internet Resources, etc.  
Organized by topic and date or week of meeting times.

#### IX. Other Information

Office of Disability Services (guidelines to accommodate students)

For General Education Program Courses: General Education Goals in general and specifically how the course is part of the program.

For Writing Across the Curriculum Courses: WAC Goals in general and specifically how the course is part of the program.

\* Some courses may differ significantly from traditional offerings or may be more loosely structured and, therefore, not be appropriate to this guideline. In such cases, a course syllabus format suitable to that course should be developed and submitted.

#### II. Deletion of an Existing Course\*

##### a. Submit a **Course Inventory Request Form**

\* Note: Deletion of a course from the inventory allows a reuse of that course number for future new course proposals. If an academic unit wishes to deactivate a course so it remains in the University's inventory of courses for possible future offerings but does not appear in the Undergraduate Catalog, then it is required to submit a Course Modification Request Form instead of a Course Inventory Request Form.

### **Procedures for Submitting Course Inventory Requests**

An original and eighteen copies of the Course Inventory Request Form and course syllabus (for new course proposals) attached to each Form should be submitted through the dean's office of the department's college or school to the Undergraduate Curriculum and Academic Policy Committee. At the same time, the dean's office should provide copies to all other deans of colleges and schools to be made available for additional review by curriculum committees, departments, and faculty and to the Office of the Provost, and other university offices as deemed necessary by the Office of the Provost and the Council of Deans.





**Wright State University**  
Dayton, Ohio 45435

**Course Inventory Request**

Use a separate form for each course.

Department \_\_\_\_\_ Course no. \_\_\_\_\_ Effective term/Year \_\_\_\_\_

Course title for catalog \_\_\_\_\_

Add/Attach syllabus  Permanent  One-time  Delete/No further information required

Date number cleared with college office \_\_\_\_\_

This course will be offered for  General Education credit (undergraduate only) \_\_\_\_\_  
Course title for student record \_\_\_\_\_

Will there be title variations  Yes

Credit hours \_\_\_\_\_ If variable, range is \_\_\_\_\_ to \_\_\_\_\_

Grading system/Check one  ABCDF  PU  ABCDF/PU (optional)

Prerequisite courses \_\_\_\_\_

Enrollment restrictions \_\_\_\_\_

If classes will not be scheduled as lectures, indicate class type \_\_\_\_\_

Catalog description/34 words maximum \_\_\_\_\_

If course will be cross-listed with another department, indicate department, course no. \_\_\_\_\_

Indicate colleges/departments notified of course proposal \_\_\_\_\_

Reason for request \_\_\_\_\_

Department Chair \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

Forward all copies to:  
College Curriculum Committee \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

Forward all copies to  
College Dean \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

Forward all copies:  
Undergraduate to University Curriculum Committee \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

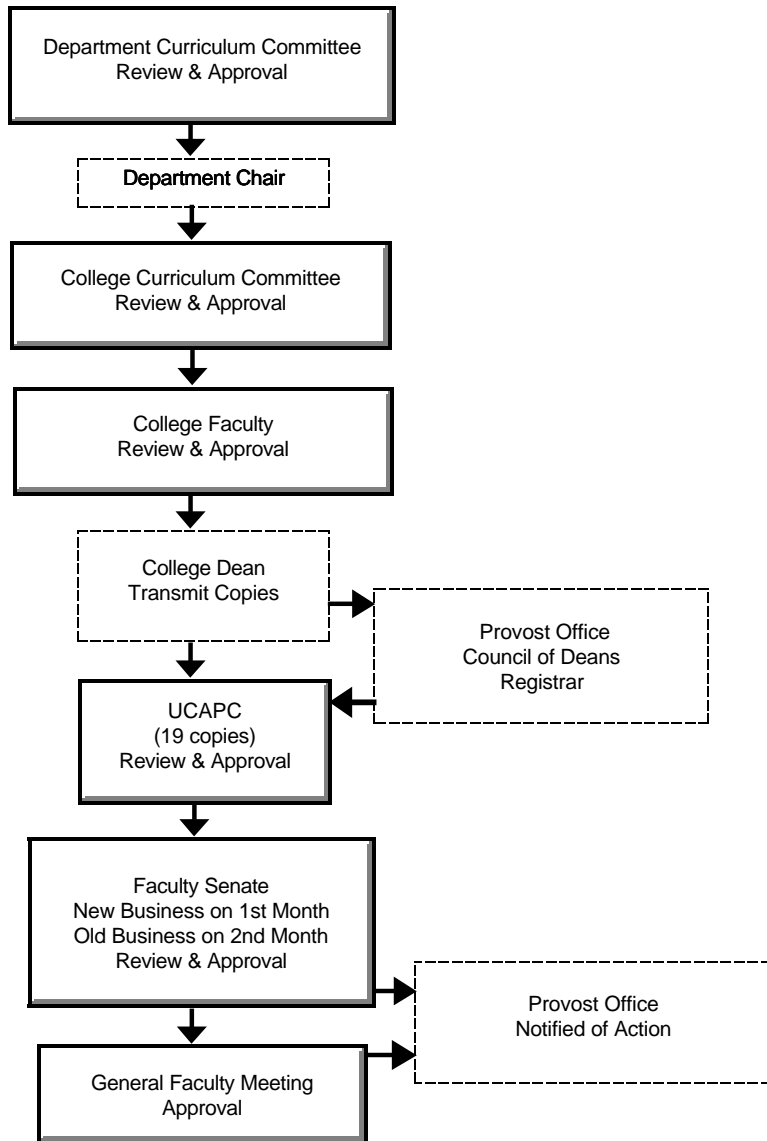
Academic Council \_\_\_\_\_  
Date approved \_\_\_\_\_  
Graduate to School of Graduate Studies \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_  
Date received \_\_\_\_\_ Date approved \_\_\_\_\_

Obtain this Form from Department, College or School, or Registrar Office

## Wright State University Curriculum And Academic Policy Review Process\*

Legend:



\* The Faculty Senate delegates to the Undergraduate Curriculum and Academic Policy Committee (UCAPC) the approval of Course Inventory Requests and Course Modification Requests except where additional review and approval by the Faculty Senate is requested or determined necessary, e.g., in the mediation of undergraduate curricular disputes between colleges or schools that can not be resolved by the UCAPC.

Approved:  
Undergraduate Curriculum and Academic Policy Committee, November 27, 2001  
Faculty Senate, February 4, 2002  
General Faculty, February 19, 2002