

1 Course Addition, Modification, and Deletion

2 Procedure

3 Faculty Senate Approval – March 2015
4 Provost Approval -
5

6 Academic units have primary responsibility for determining the University's undergraduate
7 course inventory. Upon review, the University Undergraduate Curriculum Committee approves
8 recommendations for proposing new courses and for modifying or deleting existing courses
9 from the inventory. However, proposals for new courses may raise academic concerns or
10 potentially duplicate in one or more respects the course offerings of other academic units. The
11 modification or deletion of existing courses may affect other academic units, including degree
12 requirements. The following process is intended to facilitate appropriate levels of communication
13 between academic units and the university wide review of undergraduate courses. In addition,
14 new course proposals must meet general university guidelines, such as appropriate level of
15 course offering and academic rigor, course prerequisites, and, when applicable, general
16 education requirements and intensive writing curriculum requirements.
17

18 Policy

19 A formal proposal for a new course or proposal for modifying/deleting an existing course must
20 be reviewed and approved by the appropriate department and college or school curriculum
21 committee, the college or school faculty if required by that unit, and the University
22 Undergraduate Curriculum Committee. The Faculty Senate delegates to the Undergraduate
23 Curriculum Committee the authority to approve new course proposals and course modification
24 requests, except where additional review and approval by the Faculty Senate is requested or
25 determined necessary (i.e.: in the mediation of undergraduate curricular disputes between
26 colleges or schools that cannot be resolved by the UCC). Courses approved prior to the date of
27 this policy are assumed to have been approved for face-to-face, semester length, on-campus
28 delivery by appropriately credentialed WSU faculty, unless otherwise specified in the course
29 approval workflow. Any prior approved courses that depart from those conditions, must submit a
30 course modification for approval. Approved additions or modifications to existing courses will be
31 implemented in the semester for which they are requested unless registration for that semester
32 is either completed or in progress. Otherwise, they will be implemented the following semester.
33 A unit may offer (one time only) a pilot of an existing course in a nonstandard mode after giving
34 prior notice to the appropriate college curriculum committee and University Undergraduate
35 Curriculum Committee. However, the unit will provide no subsequent offerings of the course in a
36 nonstandard mode until approved through the course modification process.
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39 New courses being proposed at both the undergraduate and graduate levels (i.e. 3XXX/5XXX
40 and 4XXX/6XXX) must be put through the workflow separately using the undergraduate number
41 (3XXX or 4XXX) and the graduate number (5XXX or 6XXX). Proposals for new courses and for
42 the modification/deletion of existing courses carrying both undergraduate credit and graduate
43 credit must be submitted to the Undergraduate Curriculum Committee following the procedures

1 contained herein and to the Graduate Council following the procedures established by that
2 Council.

4 **Course Numbering System**

5 **0000-0999** Developmental Precollege-level courses.

6 **1000-4999** Lower division courses intended for undergraduate
7 credit only. The first digit indicates the general level of the course: 1 for a first-
8 year course, 2 for a second-year course, 3 for a third-year course, 4 for a fourth-year
9 course. Courses in this category that are acceptable for graduate credit carry alternative
10 numbers in which the first digit only is changed to a 5 or a 6 according to the definitions below.

11 **5000-5999** Courses that carry graduate credit only in a major field different from that of the
12 department offering the course. Most such courses will be alternate designations of
13 undergraduate courses normally numbered 3000-3999

14 **6000-6999** Courses that carry graduate credit in any major fields that have alternate
15 designations of undergraduate courses normally numbered 4000-4999.

16 **7000-7999** Courses intended for graduate students only

17 **8000-9999** Courses intended for post-master's or doctoral-level work.
18

19 **Procedures and Guidelines for Preparing New Course Proposals and** 20 **Modification/Deletion of Existing Courses**

21 **To Propose a New Course:**

- 22 1. Submit a workflow request to add a new course
- 23 2. Include Course Syllabus information based on the following guidelines*:
 - 24 a. Course Information:
 - 25 ■ Course Title and Abbreviated Title
 - 26 ■ Course Number
 - 27 ■ Course Credits
 - 28 ■ Course Description
 - 29 b. Course Materials (specify required and recommended):
 - 30 ■ Textbooks
 - 31 ■ Articles, Readings, etc.
 - 32 ■ Computing and/or Internet Resources
 - 33 ■ Other
 - 34 c. Student Learning Outcomes
 - 35 d. Course Prerequisites/Co-requisites
 - 36 e. Restrictions
 - 37 f. Method of Instruction, including:
 - 38 ■ Mode of Instructional Delivery
 - 39 ■ Location of Instruction
 - 40 ■ Time frame (including but not limited to number, length, and frequency of
41 class meetings)
 - 42 ■ Faculty who will teach the course (including minimum credentials, specific
43 institutional affiliation and rank, etc.)
 - 44 g. Evaluation Methods:
 - 45 ■ Tests (numerical points or percentage)
 - 46 ■ Quizzes (numerical points or percentage)

- 1 ■ In-Class Writing (numerical points or percentage)
- 2 ■ Out-of-Class Writing , Papers, or Research (numerical points or
- 3 percentage)
- 4 ■ Individual Projects or Group Projects (numerical points or percentage)
- 5 ■ Attendance Policy (numerical points or percentage)
- 6 h. Grading Policy:
- 7 ■ Standard Letter Grade, Pass/Fail, etc.
- 8 i. Assignments and Course Outline:
- 9 ■ Textbook, Journal Articles, Internet Resources, etc.
- 10 ■ NOTE: Organized by topic and date or week of meeting times.
- 11 j. Other Information:
- 12 ■ Office of Disability Services (guidelines to accommodate students)
- 13 ■ For General Education Program Courses: General Education Goals in
- 14 general and specifically how the course is part of the program; specific
- 15 attributes such as multicultural or intensive writing.
- 16 ■ For Intensive Writing Courses: IW Goals and specifically how the course
- 17 meets the requirement.

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

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23 **To Modify an Existing Course:**

- 24 1. Submit a workflow request to modify an existing course indicating what course changes are
- 25 being proposed.
- 26 2. Include new course syllabus information that outlines requested changes to the course.
- 27 3. Inform other academic units that may be impacted by changes.

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29 **To Deactivate or Delete Existing Course:**

30 Submit a workflow request to deactivate or delete a course. Proposals should include reasons
31 for deactivation or deletion.

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33 Note: An academic unit may wish to deactivate a course so that it remains in the University's
34 inventory of courses for possible future offerings but does not appear in the Undergraduate
35 Catalog. Annually, the Registrar will review all courses that have been deactivated or have had
36 no enrollment for the past 6 years. The list of these courses will be sent to academic units for
37 review to confirm accuracy of deactivation/enrollment history. Academic Deans will have until
38 the end of the next semester after they are contacted by the registrar's office to take action to
39 justify why the course should still be listed in the inventory or initiate a workflow process to
40 delete the course so a record of the deletion is documented.

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43 NOTE: This policy replaces Course Addition and Deletion Procedure (Feb 2002), Course
44 Modification Implementation Policy (Feb 2006), and Course Modification Procedure (Feb 2002).

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Commented [G02]: There was also concern that the Registrar would not know in a timely fashion to inform students. As the Office of the Registrar is represented on the UCC and will be notified through departmental course schedules, the Registrar will be informed in a timely fashion in order to make students aware.

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