

Course Addition, Modification, and Deletion Procedure

Faculty Senate Approval – March 2015
Provost Approval -

Academic units have primary responsibility for determining the University's undergraduate course inventory. Upon review, the University Undergraduate Curriculum Committee approves recommendations for proposing new courses and for modifying or deleting existing courses from the inventory. However, proposals for new courses may raise academic concerns or potentially duplicate in one or more respects the course offerings of other academic units. The modification or deletion of existing courses may affect other academic units, including degree requirements. The following process is intended to facilitate appropriate levels of communication between academic units and the university wide review of undergraduate courses. 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 intensive writing curriculum requirements.

Policy

A formal proposal for a new course or proposal for modifying/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 Undergraduate Curriculum Committee, and the Faculty Senate. Approved additions or modifications to existing courses will be implemented in the semester for which they are requested unless registration for that semester is either completed or in progress. Otherwise, they will be implemented the following semester. [A unit may offer \(one time only\) a pilot of a course in a nonstandard mode after giving prior notice to the appropriate college curriculum committee and University Undergraduate Curriculum Committee. However, the unit will provide no subsequent offerings of the course in a nonstandard mode until approved through the course modification process.](#)

New courses being proposed at both the undergraduate and graduate levels (i.e. 3XXX/5XXX and 4XXX/6XXX) must be put through the workflow separately using the undergraduate number (3XXX or 4XXX) and the graduate number (5XXX or 6XXX). Proposals for new courses and for the modification/deletion of existing courses carrying both undergraduate credit and graduate credit must be submitted to the Undergraduate Curriculum Committee following the procedures contained herein and to the Graduate Council following the procedures established by that Council.

Course Numbering System

0-999 Developmental Precollege-level courses.

1000-4999 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 alternative numbers in which the first digit only is changed to a 5 or a 6 according to the definitions below.

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

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

7000-7999 Courses intended for graduate students only

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

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

To Propose a New Course:

1. Submit a workflow request to add a new course
2. Attach a Course Syllabus based on the following guidelines*:
 - a. Course Information:
 - Course Title and Abbreviated Title
 - Course Number
 - Course Credits
 - Course Description
 - b. Course Materials (specify required and recommended):
 - Textbooks
 - Articles, Readings, etc.
 - Computing and/or Internet Resources
 - Other
 - c. Student Learning Outcomes
 - d. Course Prerequisites/Co-requisites
 - e. Restrictions
 - f. Method of Instruction, including*:
 - Mode of Instructional Delivery
 - Location of Instruction
 - Time frame (including but not limited to number, length, and frequency of class meetings)
 - Faculty who will teach the course (including minimum credentials, specific institutional affiliation and rank, etc.)
 - g. Evaluation Methods:
 - 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)
 - h. Grading Policy:
 - Standard Letter Grade, Pass/Fail, etc.
 - i. Assignments and Course Outline:
 - Textbook, Journal Articles, Internet Resources, etc.

- NOTE: Organized by topic and date or week of meeting times.
- j. 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; specific attributes such as multicultural or intensive writing.
 - For Intensive Writing Courses: IW Goals and specifically how the course meets the requirement.

* 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.

To Modify an Existing Course:

1. Submit a workflow request to modify an existing course indicating what course changes are being proposed
2. Attach a new course syllabus that outlines requested changes to the course

To Deactivate or Delete Existing Course:

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

Sunset Policy

* Note: 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. Annually, the Registrar will review all courses that have been deactivated or have had no enrollment for the past 6 years. The list of these courses will be sent to academic units for review to confirm accuracy of deactivation/enrollment history. Academic Deans will have until the end of the next semester after they are contacted by the registrar's office to take action to justify why the course should still be listed in the inventory or initiate a workflow process to delete the course so a record of the deletion is documented.

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

* Courses approved prior to the date of this policy are assumed to have been approved for face-to-face, semester length, on-campus delivery by appropriately credentialed WSU faculty, unless otherwise specified in the course approval workflow. Any prior approved courses that depart from those conditions, must submit a course modification for approval.