

1 Course Addition, Modification, and Deletion

2 Policy

3 Faculty Senate Approval -
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 proposals for new courses and for modifying or deleting existing courses from the inventory.
9 However, proposals for new courses may raise academic concerns or potentially duplicate in
10 one or more respects the course offerings of other academic units. The modification or deletion
11 of existing courses may affect other academic units, including degree requirements. The
12 following policy is intended to facilitate appropriate levels of communication between academic
13 units and the university-wide review of undergraduate courses. In addition, new course
14 proposals must meet general university guidelines, such as appropriate level of course offering
15 and academic rigor, course prerequisites, and, when applicable, Wright State Core
16 requirements and integrated writing requirements.

18 Policy

19 A proposal for a new course or proposal for modifying/deleting an existing course must be
20 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 recognized Wright State University term
28 lengths and delivery by appropriately credentialed WSU faculty, unless otherwise specified in
29 the course approval workflow. Any prior approved courses that depart from those conditions,
30 must submit a course modification for approval. Approved additions or modifications to existing
31 courses will be implemented in the semester for which they are requested unless registration for
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33 following semester. A unit may offer (one time only) a pilot of an existing course in a not
34 previously approved method of instruction after giving prior notice to the appropriate college
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36 will provide no subsequent offerings of the course in a nonstandard mode until approved
37 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

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Commented [G01]: original wording from faculty senate: "course inventory requests, and new course proposals, and course modification requests". Is there a difference between course inventory requests and new course proposals?

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

3 4 5 **Procedures and Guidelines for Preparing New Course Proposals and** 6 **Modification/Deletion of Existing Courses**

7 **To Propose a New Course:**

- 8 1. Submit a workflow request to add a new course
- 9 2. **Include** Course Syllabus **information** based on the following guidelines*:

10 a. Course Information:

- 11 ■ Course Title and Abbreviated Title
- 12 ■ Course Number
- 13 ■ Course Credits
- 14 ■ Course Description

15 b. Course Materials (specify required and recommended):

- 16 ■ Textbooks
- 17 ■ Articles, Readings, etc.
- 18 ■ Computing and/or Internet Resources
- 19 ■ Other

20 c. Student Learning Outcomes

21 d. Course Prerequisites/Co-requisites

22 e. Restrictions

23 **f.** Method of Instruction, including:

- 24 ■ **Mode of Instructional Delivery**
- 25 ■ **Location of Instruction**
- 26 ■ **Time frame (including but not limited to number, length, and frequency of**
27 **class meetings)**
- 28 ■ **Faculty who will teach the course (including minimum credentials, specific**
29 **institutional affiliation and rank, etc.)**

30 g. **Evaluation Methods:**

- 31 ■ Tests (numerical points or percentage)
- 32 ■ Quizzes (numerical points or percentage)
- 33 ■ In-Class Writing (numerical points or percentage)
- 34 ■ Out-of-Class Writing , Papers, or Research (numerical points or
35 percentage)
- 36 ■ Individual Projects or Group Projects (numerical points or percentage)
- 37 ■ Attendance Policy (numerical points or percentage)

38 h. Grading Policy:

- 39 ■ Standard Letter Grade, Pass/Fail, etc.

40 i. Assignments and Course Outline:

- 41 ■ Textbook, Journal Articles, Internet Resources, etc.
- 42 ■ NOTE: Organized by topic and date or week of meeting times.

43 j. Other Information:

- 44 ■ Office of Disability Services (guidelines to accommodate students)

Deleted: Course Numbering System¶
0000-0999 Developmental Precollege-level courses.¶
1000-4999 Lower division coursesCourses 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.¶

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- For Wright State Core Program Courses: Wright State Core Goals in general and specifically how the course is part of the program; specific attributes such as multicultural, integrated writing, or honors, integrated writing.
- For Integrated Writing Courses: IW Goals and specifically how the course meets the requirement.
- For Honors Courses: Goals and specifically how the course meets the requirement.
- For Service Learning (SRV/SRVI): Goals and specifically how the course meets the requirement.

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* 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. Include new course syllabus information that outlines requested changes to the course.
3. Inform other academic units that may be impacted by changes.

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To Deactivate or Delete Existing Course:

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

Note: An academic unit may wish to deactivate a course so that 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.

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

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