



SUBJECT: Adding Courses to the Curriculum and Revising Existing Courses

REFERENCE:

1. PURPOSE

To establish process for adding new courses to the curriculum and for major revisions of existing courses.

2. SCOPE AND APPLICABILITY

All academic employees.

3. DEFINITIONS

“Major revision”: For purposes of this policy, major revisions are defined as any change in the instructional delivery technique and/or modification of the content of the course.

4. POLICY

All courses that undergo major revisions or are to be offered for the first time must be approved in a prescribed manner before being placed on the semester schedule of classes.

5. BACKGROUND OR EXCLUSIONS

Excluded from provision of this policy are: (1) Continuing and Community Education, non-credit, or CEU courses; and (2) courses that are a part of a new career program.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

The following steps are required for adding a new course or for major revisions of an existing course:

- A. For major revisions of an existing course, the Division Chairperson, who must approve all course syllabi, shall determine if the pending change is being classified as “major,” thereby requiring approval by the Academic Affairs Committee.
- B. Typically, new courses are initiated by faculty members, division chairperson, or academic administrators. When a course undergoes major revision or it is believed that a new course is needed, a complete course syllabus must be developed. In addition, a Course Request Form must be completed and attached to the course syllabus. The form and syllabus are then presented to the Academic Affairs Committee for review.



This committee may request clarification from the course’s initiator. The committee may reject the course with reasons, or it may approve the course.

- C. If, because of extremely unusual conditions, time does not permit following the above procedure prior to offering the course, the course can be offered once on a tentative basis, if approved by the Vice President of Academic Affairs. However, during the semester in which the course is offered, the above described procedure must be followed. All actions taken by the Academic Affairs Committee must be presented by the Vice President of Academic Affairs with a recommendation to the College Council (with final approval by the President) prior to implementation.

8. CANCELLATION

WV Administrative Regulations, Southern WV Community College, Chapter 29A-2, Series I, “Revising Courses” Effective July 1, 1984.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000