

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
PROCEDURE  
SIP-3165**

**SUBJECT:** Adding or Deleting Courses to/from the Curriculum and Revising Existing Courses

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** January 12, 2021

**REVIEWED:** November 13, 2020

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All academic employees.

**SECTION 3. DEFINITIONS**

3.1 Major revision: Major revisions are defined as a significant change in the instructional delivery technique and/or modification of the content of the course.

3.2 Significant change: A significant change includes, but is not limited to, a change in course goals, focus, division, credit hours, title, and/or prerequisites.

**SECTION 4. PROCEDURE**

4.1 The proposed action must be approved in a prescribed manner, before a course may be added to the curriculum, deleted from the curriculum, or undergo a major revision.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Excluded from provision of this procedure are:

5.1.1 Continuing and Community Education, non-credit, or CEU courses, and

5.1.2 Courses that are a part of a new career program.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES**

- 7.1 The following steps are required for adding a new course or for major revisions of an existing course:
  - 7.1.1 For major revisions of an existing course, the appropriate Dean, who must approve all course syllabi, shall determine if the pending change is being classified as “major,” thereby requiring approval by the Curriculum and Instruction Committee.
  - 7.1.2 Typically, new courses, the deletion of courses, and major revisions of courses are initiated by faculty members. 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, the appropriate form must be completed and attached to the course syllabus. For course deletion requests, the existing course syllabus must be submitted and attached to a completed form.
  - 7.1.3 The proposal must then be approved through the steps of Southern’s governance structure that guide curriculum changes.
  - 7.1.4 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 Chief Academic Officer. However, during the semester in which the course is offered, the above described procedure must be followed.
  - 7.1.5 All curriculum submissions approved through Southern’s governance structure must be reviewed and finalized by the Chief Academic Officer prior to executing requested actions.

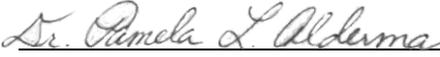
**SECTION 8. CANCELLATION**

- 8.1 WV Administrative Regulations, Southern West Virginia Community College, Chapter 29A-2, Series I, “Revising Courses” Effective July 1, 1984.
- 8.2 Cancellation of SCP-3165, *Adding Courses to the Curriculum and Revising Existing Courses*.
- 8.3 Cancellation of SCP-3170, *Deleting Courses from the Curriculum*.

**SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the Cabinet-level Administrator may recommend to the President’s Cabinet that the procedure be amended or repealed.

**SECTION 10. SIGNATURES**

  
 \_\_\_\_\_  
 President Date

  
 \_\_\_\_\_  
 Cabinet-level Administrator Date

**Attachments:** None.

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** April 2010 - The policies, SCP-3165, *Adding Courses to the Curriculum and Revising Existing Courses*, and SCP-3170, *Deleting Courses from the Curriculum*, were rescinded by the Board of Governors to become unit procedures on December 9, 2008. The two policies were combined to form one procedure.

November 2020 - Titles were updated to reflect the current organizational structure. A statement was added detailing the responsibility of the Chief Academic Officer in the curriculum process.