

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

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

REFERENCE: None

ORIGINATION: July 1, 1984

EFFECTIVE: December 9, 2008

REVIEWED: August 6, 2008

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 pre-requisites.

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

SECTION 6. GENERAL PROVISIONS

- 6.1. None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 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 Division 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, division deans, 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 the appropriate form must be completed and attached to the course syllabus. If it is desired to delete a course, the existing course syllabus must be submitted and attached to a completed form.
- 7.1.3. The proposal must then be approved through those 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 Officers. However, during the semester in which the course is offered, the above described procedure must be followed.

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 Course 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 President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: April 2010 — SCP-3165 and SCP-3170 were rescinded by the Board of Governors to become a unit procedures on December 9, 2008. The two policies were combined to form one procedure.