

# GUIDELINES FOR DEVELOPING AND REVISING COURSES

## Establishing a New Prefix Area

The academic unit proposing the prefix should submit such a request to the Office of Academic Program Planning and Development via e-mail to [coltrainem@ecu.edu](mailto:coltrainem@ecu.edu). The university program specialist will advise the unit of the decision regarding the establishment of a new prefix. The unit then submits its requests for new courses using the prefix or for changing the prefix of existing courses to the appropriate curriculum committee(s).

## Proposing a New Course

New courses should be submitted on the appropriate University Curriculum Committee (UCC) course proposal form. Course proposal forms are located on the UCC Web site. Older forms found on other Web sites should not be used. The form contains instructions for completion and specifies attachments that are to be submitted with the proposal. All applicable sections of the form should be completed. See “Guidelines for Writing Course Descriptions” for explicit information on writing course descriptions. Please note that there are various individuals and Web sites with whom it may be necessary to consult while preparing a course proposal form.

## Cross-Listing New or Revised Courses

Cross-listed courses are the same courses offered in more than one unit under different prefixes. The courses may or may not have the same number. These courses appear in the catalog with a “Same as ABCD 12345” statement. The request should be submitted with a letter of support from each of the units involved in offering the course. When submitting a request for new cross-listed courses, each unit must complete a course proposal form along with the request for cross listing the course. When a proposal includes a revision to a course that is cross-listed with another unit, it is requested that documentation of communication between the units be included as part of the curriculum revision package.

## Revising an Existing Course

The methods for revising an existing course vary, and are listed below. Each of these methods requires a completed signature form.

**Course Number Change at Same Level:** Submit by memorandum if there is no course content or course-level change. Attach a course syllabus. Course numbers must be cleared with the Office of the Registrar. Submit a copy of the registrar’s e-mail along with your memorandum. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. (e.g.: A course that appears as a degree requirement is renumbered during the fall semester. The unit wants to continue to use the old number through the spring semester and summer session, since the degree description in the catalog lists the old number. The new number should appear in the next catalog along with revised degree description.)

**Course Number Change to Different Level:** Submit a course proposal form if the course number is changing levels (e.g., 1000 to 2000 level). If the course impacts on another course or degree program outside the unit, that unit head should be advised and a memorandum of support should be attached to the request submitted to the UCC. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable.

**Credit Hour Change:** Submit a course proposal form with any required attachments.

**Prefix Change:** Submit by memorandum. Provide old and new prefix, number, title, and s.h. credit. Include documentation that the Office of Academic Program Planning and Development approved the prefix.

**Prerequisite Change:** Submit by memorandum if there is no other course content change (content change requires course proposal form).

**Title Change:** Submit by memorandum if there is no course content change. Attach course syllabus.

### **Deleting a Course**

Submit a memorandum that includes the course prefix, number, and full title. Use the search tool (binoculars icon) in the current PDF version of the catalog to obtain a list of degrees or courses in which the course being deleted is required as a prerequisite. Include a list of those degrees and courses in the memorandum. If the course being deleted is included in a degree or as a prerequisite in another discipline, please notify the respective unit of your action and submit a copy of that notification to the committee in addition to any response received from that unit. The deletion of a course does not require an appearance before the UCC.

### **Banking or Unbanking a Course**

Submit a banking form. Prior to submission, search the current undergraduate catalog for other areas and units that could possibly be impacted by the proposed banking. If another unit uses the course that is being banked, notify them of what your unit intends. Submit a copy of that notification with the banking form.

### **Special Topics, Readings, and Courses with Variable Credit**

Variable credit courses should vary by credit allotted. Please consult the UCC Web site for detailed instructions, containing sample proposals.