

GUIDELINES FOR DEVELOPING AND REVISING CURRICULA

Establishing a New Prefix Area

The academic unit proposing the prefix should submit a request to the Office of the Registrar via e-mail to 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, documentation of communication between the units should be included as part of the curriculum revision package.

Revising Existing Course Numbers, Credit Hours, Titles, Prefixes

The methods for revising an existing course vary, and are listed below. Each of the following changes requires at a minimum (1) a memorandum of request, (2) marked catalog copy, (3) notification of affected units if applicable, and (4) a completed signature form. Some changes require a course proposal form. (See curricular actions table.)

Course Number Change at Same Level: Submit by memorandum if there is no course content or course-level change. Course numbers must be cleared with Diane Coltraine (coltrainem@ecu.edu), 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 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 Diane Coltraine (coltrainem@ecu.edu), Office of the Registrar, 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.

Deleting a Course

Submit a memorandum that includes the course prefix, number, and full title. To obtain a list of degrees or courses in which the course being deleted is required as a prerequisite, search the current edition of the undergraduate catalog. *For instructions on how to conduct a search using Acalog, the university's catalog management system, refer to Guidelines for Searching the Undergraduate Catalog for Affected Units.* 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, notify the respective unit(s) of your action and submit a copy of each 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.

Removal of Previously Deleted 5000-level Courses from the Undergraduate Catalog

Changes to 5000-level courses are approved by the GCC. If a 5000-level course deleted from the graduate catalog appears in the undergraduate catalog, submit a memorandum of request to the UCC with marked catalog copy to have the 5000-level course removed from the undergraduate catalog. Faculty are not required to attend a UCC meeting to present this action.

Banking or Unbanking a Course

Prior to submission, search the current undergraduate catalog for other areas and units that could possibly be impacted by the proposed banking.

Banking: If the course being banked is included in a degree or as a prerequisite in another discipline, notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit. Submit a memorandum of request, marked catalog copy, a copy of notification to affected units, and a completed UCC signature form. Provide the explanation of why your unit is banking the course in the memorandum. An appearance before the committee is not required for this request.

Unbanking: Submit a memorandum of request, course proposal form, marked catalog copy, and a completed UCC signature form. There is a place on the course proposal form to indicate unbanking.

Revising Degree Requirements (no new or revised courses)

All proposed revisions to degree requirements, including concentration areas and options, minors, and degree program admission requirements, originate in the academic unit by the faculty. Revisions are processed through the academic unit curriculum committee, the appropriate college or school curriculum committee, the Service Learning Committee, the Writing Across the Curriculum committee, Foundations Curriculum and Instructional Effectiveness Committee, and/or the Council for Teacher Education as necessary.

Revisions to undergraduate programs are submitted via e-mail to the University Curriculum Committee (UCC) for approval, and are subject to the approval of the Faculty Senate and the chancellor.

The electronic submission should include the following:

- Memorandum of Request
- Budgetary memorandum (if applicable)
- Marked catalog copy
- E-mail messages from affected departments (if applicable)
- Completed signature form

Faculty are required to attend a UCC meeting to present these actions and liaisons are encouraged to attend.