



Policy Title:	Course Development, Modification, and Deletion (Undergraduate and Graduate)
Policy Number:	ACAD-125
Revision Date:	May 2024
Policies Superseded:	123; ACAD-123; ACAD-SENA 123
Policy Management Area(s):	Faculty Senate

## SUMMARY:

The development of new courses and modification of existing courses support the mission of the University to provide high-quality education to undergraduate and graduate students. Archiving and deleting courses not taught for an extended period of time ensures courses listed in the catalog are current and available for students. This policy explains the procedure by which these acts are accomplished.

## POLICY:

### I. POLICY

The formation of new courses or modification(s) to existing courses begins at the department level to support and/or enhance a degree program or programs, or to support other academic purposes of the University. Archiving and deleting courses from the catalog occurs after review according to the process outlined below. A new course may be offered once without full faculty governance approval, subject to the Provost's Office review.

### II. UNDERGRADUATE COURSES

- A. New or modified (meaning new description, title, credit hours, pre-requisites, co-requisites, number, or adding or deleting a course to the core curriculum) courses are first approved by the faculty of the department. New course proposals or course change proposals are initiated in the current curriculum management system accessed through the Academic Affairs Committee website: <https://www.coastal.edu/forms/provost/academic/>. The rationale for the new course or course modification must be included in the proposal. Any additional equipment, space, faculty, or funds needed to initiate the course must also be noted in the proposal.
- B. Once approved by the department, the proposal is reviewed by the corresponding college

curriculum committee. If approved by the college curriculum committee, the dean (or associate dean) approves the proposal, which moves the proposal forward to either the Core Curriculum Committee or the Academic Affairs Committee.

- C. If the new or modified course will represent a University Core Course, it will first be considered by the Core Curriculum Committee and if approved, recommends the course to the Academic Affairs Committee. If core review is not necessary, the form is routed directly to the Academic Affairs Committee.
- D. New courses and major course revisions that are approved by the Academic Affairs Committee are forwarded to the chair of Faculty Senate for review and approval by the Faculty Senate.
- E. Following parliamentary procedures, the motion to approve a new course or course modifications requires a majority vote by the Faculty Senate. Once approved, the Faculty Senate recorder prepares an administrative action form. This form is forwarded to the provost and president for their review, for the citing of any stipulations if needed, and for their signatures. Copies of motions that receive stipulations are returned to the Faculty Senate chair for the Faculty Senate's information only.
- F. Copies of the completed administrative action forms are forwarded to the Office of the Registrar for information. Originals are maintained by the Office of the Provost.
- G. Each year courses listed in the catalog are reviewed by the Registrar; any course not taught in the last 5 academic years will be archived. Archived courses still exist, but they are not listed in the catalog. An archived course can be scheduled by its home department with no review. Once that occurs the course is moved from archive and reinstated in the catalog.
- H. Each year archived classes are reviewed by the Registrar; any course not taught in the last 10 academic years will be deleted from the catalog. The reinstatement of a deleted course requires the same procedures as new courses, and the course must be proposed and approved through the processes described above for new courses. Course numbers deleted from the catalog following 10 years of inactivity are eligible to be re-used for new, unrelated course content via the new course creation process in Academic Affairs.
- I. Each Spring semester, department chairs are notified of which courses are subject to archive, deletion, or reinstatement. Faculty Senate is notified in the April Senate meeting which courses are subject to archive, deletion, and reinstatement. Requests to remove courses from the archive or deletion list can then be made. The final list of courses subject to archive, deletion, or reinstatement is approved at the May Senate meeting. Once approved, the Faculty Senate recorder prepares an administrative action form. This form is forwarded to the provost and president for their review, for the citing of any stipulations if needed, and for their signatures. Copies of motions that receive stipulations are returned to the Faculty Senate chair for the Faculty Senate's information

only.

### III. GRADUATE COURSES

- A. All graduate courses must adhere to the mission of the department, college, the Office of the Dean of Graduate and Continuing Studies, and University.
- B. New courses or modifications to existing courses (such as changes in description, title, credit hours, pre-requisites, co-requisites, or numbering) are approved by faculty within a department. New course proposals or course change proposals are initiated in the current curriculum management system accessed through the Academic Affairs website: [www.coastal.edu/academics/facultysenate/graduatecouncil/](http://www.coastal.edu/academics/facultysenate/graduatecouncil/). The rationale for the new course or course modification must be included in the proposal. Any additional equipment, space, faculty, or funds needed to initiate the course must also be noted in the proposal.
- C. Once approved by the department, the proposal is reviewed by the corresponding college curriculum or graduate committee, as defined by the procedural guidelines for each college. If approved by the college committee and the dean (or associate dean), the proposal is forwarded to the Graduate Council.
- D. New courses and course revisions that are approved by the Graduate Council are forwarded to the chair of the Faculty Senate for review and approval by the Faculty Senate.
- E. Following parliamentary procedures, the motion to approve a new course or course modifications requires a majority vote by the Faculty Senate. Once approved, the Faculty Senate recorder prepares an administrative action form, as is done for all motions approved by the Faculty Senate. This form is forwarded to the provost and president for their review, for the citing of any stipulations if needed, and for their signatures. Copies of motions that receive stipulations from the provost, the president, or both are returned to the Graduate Council chair for the Graduate Council's information only. Copies of completed administrative action forms are forwarded to the Office of the Registrar and the Office the Dean of Graduate and Continuing Studies for information. Originals are maintained in the Office of the Provost.
- F. Each year courses listed in the graduate catalog will be reviewed by the Registrar; any course not taught in the last 5 academic years will be archived. Archived courses still exist, but they are not listed in the catalog. An archived course can be scheduled by its home department with no external review. Once that occurs the course will be moved from archive and reinstated in the graduate catalog.
- G. Each year archived classes will be reviewed by the Registrar; any course not taught in the last 10 academic years will be deleted from the graduate catalog. The reinstatement of a deleted course requires the same procedures as new courses, and the course must be

proposed and approved through the processes described above for new courses. Course numbers deleted from the catalog following 10 years of inactivity are eligible to be re-used for new, unrelated course content via the new course creation process in Academic Affairs.

- H. Each Spring semester, department chairs are notified of which courses are subject to archive, deletion, or reinstatement. Faculty Senate is notified in the April Senate meeting which courses are subject to archive, deletion, and reinstatement. Requests to remove courses from the list can then be made. The final list of courses subject to archive, deletion, or reinstatement is approved at the May Senate meeting. Once approved, the Faculty Senate recorder prepares an administrative action form. This form is forwarded to the provost and president for their review, for the citing of any stipulations if needed, and for their signatures. Copies of motions that receive stipulations are returned to the Faculty Senate chair for the Faculty Senate's information only.