



**POLICY 03:04:00  
CREDIT COURSE ADDITION/  
DELETION/MODIFICATION**

This policy establishes requirements for proposal of a new course and modification or deletion of an existing course. It also specifies procedures for proposal and approval. Development and revision of curriculum is the responsibility of faculty.

A new course should be developed by faculty in the department where the course will be taught. The proposal for the course should include the following information presented on the New Course Form (Attachment 1):

- A. Rationale for course addition: Will the course be part of a new degree program? Does it fill a gap in a current degree program? Is it designed for transfer? Is it intended to be a part of the General Education core? If so, in which category? Does it replace an existing course?
- B. Course prefix and number: Generally speaking, 1000-level courses designate freshman level; 2000-level courses designate sophomore level. For many courses, the prefix and number have been standardized by statewide faculty committees convened by the Tennessee Board of Regents
- C. Course title and description: Description should be in complete sentences indicating course content and any special audience or purpose of the course (AST majors, general education for Humanities, etc.).
- D. Prerequisites and corequisites: The purpose of prerequisites and corequisites is to ensure that students are prepared for success in the course; evidence of the necessity for pre- and corequisites may be requested.
- E. Number of credit hours: One credit hour signifies the amount of student work represented by one hour of classroom instruction and approximately two hours of out-of-class work per week. This nationally accepted standard is defined in the Higher Education Act and in SACSCOC policy statement Credit Hours (<http://sacscoc.org/pdf/081705/Credit%20Hours.pdf>):  
...a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—
  - (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

**F. Lecture/lab distribution**

The new course form is accompanied by a Master Syllabus in the format specified in Pellissippi State Policy 03:03:01 Syllabi, including, in addition to the information above, Course Goals, Expected Student Learning Outcomes, Evaluation, and a weekly schedule of activities and/or events in the course. The modification of an existing course shall be defined as changing the course description, course number, course title, pre- or corequisites, grade type, lecture/lab distribution, course goals or student learning outcomes. Deletion of a course will result in removal of the course from the Pellissippi State catalog of courses. Modification and deletion require completion of a Minor Change Form (Attachment 2) or Addition of Prerequisite/Corequisite Form (Attachment 3). Each form requires signature of the department dean.

## Procedures for Adding/Modifying/Deleting a Course

The following process shall be followed to add a credit course, delete a credit course, or modify a credit course:

- I. The faculty member initiating the change develops or revises the syllabus and, where applicable, the program completion plan. The documents are attached to curriculum change form(s) signed by the faculty member. Proposed curriculum changes should be evaluated by appropriate departmental faculty prior to submission to the academic department dean.
- II. The academic department dean completes the curriculum change form(s). Where new or revised courses are part of the proposed change, the dean reviews the syllabus and ensures that all needed revisions have been made prior to submitting the documents to the director of Curriculum and New Program Development.
- III. The director of Curriculum and New Program Development distributes the proposed changes to the Curriculum Development Committee (CDC) for review and approval if required. If problems are identified by the CDC, the paperwork is returned to the academic department dean for further revision and subsequent reevaluation by the CDC. Proposals not approved by the CDC are returned to the dean; approved proposals are forwarded to the director of Curriculum and New Program Development.
- IV. After review by the director of Curriculum and New Program Development, proposals are forwarded to the chief academic officer for approval if required.
- V. Curriculum changes approved by the chief academic officer that do not require TBR approval (Pellissippi State Policies 03:04:01 and 03:04:02) are routed to the registrar and subsequently to the Curriculum office.
- VI. Official copies of syllabi for approved new and revised courses are placed on the Curriculum website.

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Approved: Executive Council, March 4, 1991

Executive Council, November 2, 1992

Executive Council, June 20, 1994

President's Council, August 28, 1995

Approved: President Allen G. Edwards, August 8, 1997

Approved: President Allen G. Edwards, August 27, 2001

Approved: President's Staff, May 15, 2006

Approved: President Allen G. Edwards, May 15, 2006

Editorial Changes, July 2008, July 1, 2009

Reviewed/Recommended: President's Staff, July 19, 2010

Approved: President Allen G. Edwards, July 19, 2010

Reviewed/Recommended: President's Staff, May 9, 2011

Approved: President Allen G. Edwards, May 9, 2011

Reviewed/Recommended: President's Council, September 26, 2016

Approved: President L. Anthony Wise, Jr., September 26, 2016

Reviewed/Recommended: President's Council, August 14, 2017

Approved: President L. Anthony Wise, Jr., August 14, 2017

**New Course Form (ATTACHMENT 1)**

Faculty initiating a change should complete the shaded areas of the form and submit to their department dean with a master syllabus. Department deans should review the form and if approved, send the form and the master syllabus via email to [jagosch@pstcc.edu](mailto:jagosch@pstcc.edu).

Change Effective (semester, year):		Catalog Year:	
Course Prefix and Number:			
Course Title (30 character maximum):			
Prerequisite(s):			
Corequisite(s):			
Credit Type:		(0 = degree credit, 1 = certificate credit only, 5 = co-op)	
Grade Type:		(S = Standard A, B, B+, C, C+.... P = Pass/No Pass D = Developmental Studies grading)	
Lecture/Lab Distribution:			
Separate Lecture & Lab:			
Lecture hrs/week:	Max. lect. enrollment:	Lab hrs/week:	Max lab enrollment: Total credit hours:
<b>or</b>			
Lecture/Lab Combined:			
Lecture/lab combined hrs/week:	Max. lect/lab enrollment:	Total credit hours:	
Is the proposed new course replacing an existing course?	Yes	No	
If yes, what course is it replacing?			
Learning Support:			
Check each Learning Support course that must be completed before taking the proposed new course.			
READ	WRITE	MATH	
If the proposed new course is to be considered for the general education core, what category would it fulfill (e.g. humanities)?			
Is this course designed for transfer?	Yes	No	
If yes, to what institutions and for what courses (provide course prefixes, numbers, and titles)?			
Course description (as it is to appear in the catalog):			
Rationale for course addition:			
CIP CODE:			
Change submitted by:		Date:	
<b>APPROVAL</b>			
Department Dean		Date:	
Curriculum Dev. Committee Chair		Date:	
Director of Curriculum		Date:	
VP of Academic Affairs		Date:	
Records Processing		Date:	

**Minor Curriculum Change Form (ATTACHMENT 2)**

*Revised 9/29/15*

Faculty initiating a change should complete the applicable shaded sections of the form and send via email to their department dean. Department deans should review the form and if approved, send via email to [jagosch@pstcc.edu](mailto:jagosch@pstcc.edu).

Change Effective (semester, year):		Catalog Year:	
Course Prefix and Number:			
<b>TYPE OF CHANGE(S)</b> (Please check all of the following that apply):			
<input type="checkbox"/>	Title Change	<input type="checkbox"/>	Reactivation
<input type="checkbox"/>	Description Change	<input type="checkbox"/>	Deactivation
<input type="checkbox"/>	Prerequisite/Corequisite Reduction	<input type="checkbox"/>	Lecture/Lab Distribution
<input type="checkbox"/>	Course Rubric/Number Change		
<b>TITLE CHANGE</b>			
Current Course Title (30 character maximum):			
New Course Title (30 character maximum):			
<b>DESCRIPTION CHANGE</b>			
Current course description (as it appears in the catalog):			
New course description (as it is to appear in the catalog):			
<b>PREREQUISITE/COREQUISITE CHANGE</b>			
Current Prerequisite(s):			
Current Corequisite(s):			
New Prerequisite(s):			
New Corequisite(s):			
<b>COURSE NUMBER CHANGE</b>			
Current Course Prefix & Number:			
New Course Prefix & Number:			
<b>LECTURE/LAB DISTRIBUTION</b> (Any change in total credit hours requires a New Course number that has not been previously used. Change in credit hours requires a New Course Form)			
Current lecture hours per week:	Current lab hours per week:	<b>OR</b>	Current lect/lab combined hrs per week:
			Current total credit hours:
New lecture hours per week:	New lab hours per week:	<b>OR</b>	New lect/lab combined hrs per week:
			New total credit hours:
<b>DEACTIVATION</b>			
Deactivation (Check here if course has been taught before):			
Deactivation (Check here if course has never been taught before):			
<b>REACTIVATION</b>			
Reactivation (Check here if course has been taught before):			
Reactivation (Check here if course has never been taught before):			
<b>RATIONALE FOR CHANGE(S):</b>			
CIP CODE:			
Change submitted by:		Date:	
<b>APPROVAL</b>			
Department Dean		Date:	
Director of Curriculum		Date:	
Records Processing		Date:	

**Addition of Prerequisites and/or Corequisites (ATTACHMENT 3)**

Faculty initiating change should complete the shaded areas of the form and submit to their department dean. Department deans should review the form and if approved, send via email to [jagosch@ustcc.edu](mailto:jagosch@ustcc.edu).

*In preparation for submitting a request to increase the pre-requisites or co-requisites for an existing course, a proposal should include the following documentation:*

**Primary:**

- Evidence that the new pre-requisite or co-requisite course will support the fulfillment of a specific learning outcome as stated on the Master Syllabus.
- Hard data that supports the claim that a new pre-requisite or co-requisite will improve success rates. Program coordinators and deans have access to the Pre/CO-requisites Argos report in the program coordinator folder under academics.
  - o Data should attempt to account for as many variables as possible.
  - o Attempt to offer a variety of data—qualitative as well as quantitative

*Note: The committee reserves the right to request more data if warranted.*

*If one of the above listed criteria is not provided/available, two or more pieces of supporting documentation must be provided.*

*Additional pieces of supporting documentation may include:*

- Data illustrating or describing the success of comparable course changes (look to other departments and programs and their pre-requisite structures)
- Evidence from similar programs across the state (TBR and THEC)—what are the pre-requisites at other schools?
- Surveys of students who have completed the course without the pre-requisites—specifically, “which courses helped prepare you for this course?” or “what course do you think would have better prepared you for this course?”

Change Effective (semester, year):		Catalog Year:	
Course Prefix and Number:			
Course Title (30 character maximum):			
Current Prerequisite(s):			
Current Corequisite(s):			
New Prerequisite(s):			
New Corequisite(s):			
Rationale for change:			
CIP CODE:			
Change submitted by:		Date:	
<b>APPROVAL</b>			
Department Dean		Date:	
Curriculum Dev. Committee Chair		Date:	
Director of Curriculum		Date:	
VP of Academic Affairs		Date:	
Records Processing		Date:	