

ALCORN STATE UNIVERSITY  
Office of Academic Affairs  
Course Addition/Revision/Deletion Request

*New Course and Course Changes Procedure*

Program development and maintenance are the responsibilities of the respective department and its faculty. This document describes the process to be followed by Academic Departments in recommending a course to be added to an existing curriculum. Changes to a program are normally initiated as a need to better serve students by providing them academic currency in a particular discipline. In order to keep a program up to date, it is important for departments to keep abreast of relevant market changes in the discipline and to recommend changes to the discipline and to the *Institutional Curriculum Committee* and/or *Deans' Council*.

Updating a curriculum may require *developing new courses, revising course descriptions or deleting courses*; in some instances, entire programs may need to be dropped or temporarily suspended. In either instance, justification for curriculum change requires a series of approvals. The process for **adding, revising or deleting an academic course** begins with answering all the questions applicable presented on this form and attaching any other requested documents.

**Request to Add \_\_\_\_\_ Revise \_\_\_\_\_ or Delete \_\_\_\_\_ an Academic Course (check one):**

**Form Submitted by:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

1. School Name: \_\_\_\_\_
2. Department Name: \_\_\_\_\_
3. Department Chair: \_\_\_\_\_
4. Title of Course: \_\_\_\_\_
5. Course Symbol: \_\_\_\_\_
6. CIP #: \_\_\_\_\_
7. Recommended Course Number: \_\_\_\_\_
8. Number of Credit Hours: \_\_\_\_\_

9. Does this course require a *pre-requisite(s)*? **Yes:**  **No:**   
If **“Yes”** describe below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Check each item that applies:

- This is an **elective course** in the submitting department
- This is a **required major course** in the submitting department
- This is an **elective course** in a program in another department
- This is a **required major course** in a program in another department

**Yes No**


11. Major Program to which this course is requested to be added: \_\_\_\_\_

12. Give a complete course catalog description in the space provided below:

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*(Please **sign, date and check** whether you **approve** (app.) or **disapprove** (disapp.) of this action)*

		App./Disapp.	
Program Coordinator:	_____ Date: _____		
Department Chair:	_____ Date: _____		
Cur. Com. Chair:	_____ Date: _____		
School Dean:	_____ Date: _____		
*VP for Academic Affairs:	_____ Date: _____		

**All signatures** must be in place before the application will be considered for *provisional approval*. Provisionally approved course additions will be submitted to the Office of the Registrar to verify course numbering sequence. This course must be reviewed after three years of service and must meet university standards to be awarded for final approval.

**This application is:**      **APPROVED:**       **DISAPPROVED:**