



Policy Directory

Responsible Division: Academic Affairs
Responsible Office: Academic Affairs
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New Course and Course Changes Procedure

Policy:

This policy clarifies updating a curriculum which may require developing new courses, revising course descriptions or deleting courses; in some instances, entire programs may need to be dropped or temporarily suspended.

Program development and maintenance are the responsibilities of the respective department and its faculty. A process has been adopted by Academic Departments to recommend addition of a course 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 applicable questions listed on the *New Course and Course Changes Procedures* found at http://www.alcorn.edu/data/files/gallery/ContentGallery/New_Course_and_Course_Changes_Procedure1.pdf.