**Instructions and Important Dates for Fall 2015**

**Annual Course Cycle for Additions and Deletions**

**Course Addition and Deletion Instructions**

The upcoming course addition and deletion cycle is an 18 month cycle that will take effect Fall 2015. Faculty should begin preparing course addition and deletion proposals that will be submitted for approval through the college and to the University Curriculum Committee.

Course addition proposals must include a fully completed **(items 1-19)** Course Request Form (Attachment C in PPS 2.01). This form is the newly revised Course Request Form, which includes the information (#’s 13-18) that was previously required in the Supplementary Information Form. The Supplementary Information Form no longer exists in PPS 2.01 and should not be submitted with course additions. If the proposed course will be designated writing intensive, then a Writing Intensive Request form (Attachment D in PPS 2.01) must be submitted with the course addition proposal. For your convenience, you will find these forms attached to the notification email.

Course deletion proposals are submitted on the Course Request Form (Attachment C in PPS 2.01) and may have only item numbers **1-5, 12, and 19** completed.

At any time please feel free to contact Kim May in Curriculum Services at 245-8857 or km31@txstate.edu with questions about the forms or the process.

**Courses Requiring Action:**

- Courses that have been taught 3 or more times during the last 5 years and are currently designated as temporary topics courses in the course inventory need to be updated to permanent course offerings. Please submit a course deletion proposal for the temporary topics course and a course addition proposal for the new permanent course. If you need assistance finding a new number for the permanent course, please contact Kim May.

- Courses (excluding topics, thesis, dissertation, and honors) that have not been taught in 3 years (termed Untaught Courses) require review to determine whether or not a course deletion proposal is appropriate.

**Important Things to Consider Regarding Prerequisites:**

- Courses submitted for deletion need to be reviewed for how the deletion will affect other courses. For example, if the course being deleted is a prerequisite for another course, a Course (Change) Request Form will need to be submitted in the **future Fall 2015 Course Change Cycle** so as not to cause registration prerequisite errors.

- Courses that will be added as a replacement (or equivalent) to other courses, need to be reviewed to determine the effect on other existing
courses in regards to prerequisites. It is important to follow up with a Course (Change) Request Form during the future Fall 2015 Course Change Cycle to update prerequisites on affected courses.

- Courses that will be added, with the intent to list them as prerequisites for other courses, need to be added to the prereqs of the other courses on a Course (Change) Request Form, in the future Fall 2015 Course Change Cycle. If this change in prereqs is done too soon, there will be prerequisite registration error messages when Banner sees that students don’t have the “future” prerequisite course completed.

In all three of these scenarios, if the course change request to affected courses is done too soon or not done at all, there will be prerequisite registration errors that will occur. Please contact Kim May for assistance or with any questions.
Summary Format

There are two summaries to be prepared during the Additions and Deletions Course Cycle.

1. The first summary is the UCC Preliminary Summary which will be distributed by each college dean to other academic deans and to Curriculum Services. Each dean will provide copies of all other college summaries to the chairs and directors. The purpose of the distribution is to serve as notification of all proposed course activity to faculty, chairs, directors, and deans and to allow for a time of discussion before the second and final UCC Summary is due.

2. The second summary is the UCC Final Summary which will be distributed again by each college dean to other academic deans and Curriculum Services one month after the UCC Preliminary Summary is distributed. It must be submitted electronically and at the same time as all course proposals. See important dates below.

Attached is a page of the 2014 Final Course Summary for your reference. The summary is submitted each year to the Board of Regents and requires a very specific formatting for submission. To aid in this process, please use the same formatting shown in the example for both the UCC Preliminary Summary and the UCC Final Summary. Please do not add extra formatting, highlighting, bold, underlining, etc. The summary should be in Arial, 12 pt. font.

The order of course actions should be:

- College, School or Department (in alpha order)
- Additions (in alpha and number order)
- Deletions (in alpha and number order)

Course additions should be listed as follows:

- course prefix
- course number
- course title (with a period at the end)
- contact hours in parentheses
- course description (includes prerequisites, corequisites, and restrictions)
- justification (in italics)

Deletions should be listed as follows:

- course prefix
- course number
- course title
- justification (in italics)
Important Dates

There are two important dates to note in the Fall 2015 Course Additions and Deletions Cycle.

**Monday, March 3, 2014** is when the UCC Preliminary Course Summary is due to be emailed to all college deans and to Kim May at km31@txstate.edu. Each dean should share this Preliminary Course Summary with all department chairs and school directors. *This is the opportunity for each College to review, and in some cases discuss and revise, courses being proposed by other colleges.*

**Tuesday, April 1, 2014** is when the UCC Final Course Summary is to be emailed to all college deans and to Kim May at km31@txstate.edu. This Final Course Summary is to include any revisions made after the circulation of the Preliminary Course Summary. Each dean should share this Final Course Summary with all department chairs and school directors. *Course Request Forms are also due Tuesday, April 1, 2014. Colleges should send all course proposals by batch to Kim May in JCK 1040. All course forms should be signed by the Chairs/Directors, CCC Chairs, and College Dean. If the courses are graduate-level, I will route to the Graduate College for the Graduate Dean signature.*

For further information, the following policy and forms that apply to course additions and deletions may be found in PPS 2.01 on the Provost PPS Index: [http://www.provost.txstate.edu/pps/policy-and-procedure-statements/2-curriculum-progs-course-offerings/pps2-01.html](http://www.provost.txstate.edu/pps/policy-and-procedure-statements/2-curriculum-progs-course-offerings/pps2-01.html)

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