**Course Addition and Deletion Instructions**

The upcoming course addition and deletion cycle is an 18 month cycle that will take effect Fall 2016. 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 1-18)* Course Addition Form. If the proposed course will be designated writing intensive, then a Writing Intensive Request form must also be submitted with the Course Addition Form.

- **Course deletion proposals** are submitted on the Course Deletion Form and must be completed in full *(items 1-7)*.

For your convenience, you will find these forms attached to the notification email. The forms can also be found on the Curriculum Services website at [http://www.txstate.edu/curriculumservices/course-info/Course-Forms.html](http://www.txstate.edu/curriculumservices/course-info/Course-Forms.html). 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 Form for the temporary topics course and a Course Addition Form for the new permanent course. If you need assistance finding a new number for the permanent course, please contact Kim May. The Frequently Taught Topics Course Report is available to assist in your review of topics courses and can be provided to each dean’s office following the initial notification email.

- Organized courses (excluding topics and honors) that have not been taught in 3 years (termed Untaught Courses) require review to determine whether or not a Course Deletion Form is appropriate. The Untaught Course Report is available to assist in your review of untaught courses and can be provided to each dean’s office following the initial notification email.

**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 Form will need to be submitted in the future Fall 2016 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 Form during the future Fall 2016 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 Form, in the future Fall 2016 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 the above three scenarios, if the Course Change Form for affected courses is done too soon or not done at all, there will be prerequisite registration errors that can occur.

Information about Replacement Courses:
There are several scenarios where one course may be replacing another course. This can happen when:
• a prefix is changing (EX. CATE to CTE), or
• a course number is changing (EX. 3300 to 4300), or
• a topics course is being replaced by a permanent course.

In the above three scenarios, a Course Addition Form is submitted for the new course, and a Course Deletion Form is submitted for the old course. If nothing else about the course is changing other than the prefix and/or number the Course Addition Form can be submitted with only sections 1-11 and section 18 completed. Sections 12-17 can be left blank. If anything else is changing, in addition to the prefix and/or number (EX. Changes to title, description, prereqs, grade mode, etc.), then all sections of the Course Addition Form must be completed.

It is also important to remember to complete the Course Equivalency box on page 2 of the Course Addition Form and reference the deleted course.

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. As per PPS 2.01, each dean will distribute copies of all other college summaries to the chairs and directors in his or her college. 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.

Attached to the notification email is a page of the 2015 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
- prerequisites, co-requisites, restrictions, etc. (as they will be listed in the catalog)
- 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 2016 Course Additions and Deletions Cycle.

**Monday, March 2, 2015** 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 their 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.*

**Wednesday, April 1, 2015** is when the UCC Final Course Summary is due by email 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 Addition and Course Deletion Forms are also due Wednesday, April 1, 2015. Colleges should send all course forms 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, Curriculum Services will route to the Graduate College for the Graduate Dean signature.*

For further information, PPS 2.01 is the academic policy that applies to course additions and deletions and may be found 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)

Information about the Fall 2016 Annual Course Cycle is also available on the Curriculum Services website at [http://www.txstate.edu/curriculumservices/course-info/annual-course-cycles.html](http://www.txstate.edu/curriculumservices/course-info/annual-course-cycles.html).

Please contact Kim May in Curriculum Services at 245-8857 or km31@txstate.edu with any questions or for assistance.