

# Changing Courses in Midstream

## Faculty Guide to Course Change and Revision

### **COURSE REVISIONS**

Existing Courses Changes

Removing or adding a prerequisite

Change in co-requisites

Changing a course name

Changing wording of the catalog description (See change of catalog for supporting details)

Change in course number

Changes in laboratory requirements

Change in cross listing

Change in double listing

Change in allowed repetitions of course

Changes in activity type

Closing of a course Fee changes

The Curriculum Requests Cover Sheet Summary and Justification, Course Revision Form, New Course Request Form, and directions for completing each of these forms can be found on the Curriculum Planning website: <http://www.memphis.edu/currproc/cforms.php>

The forms along with the revised syllabus must be saved electronically, and printed in hardcopy. The hardcopies, as well as the electronic copies, are then submitted to the ICL Graduate Coordinator in **SEPTEMBER** to make the approval and catalogue for the next year. If further clarification is needed please contact the College Director.

The Curriculum Requests Cover Sheet Summary and Justification provides a summary of the number and types of changes being requested by each department and a brief explanation of how these changes fit into the academic program and curricular plans of the department. **Only one Cover Sheet must be submitted per department.** The cover sheet should summarize **all** changes that are being requested. If there is not enough room on the Cover Page for the summary of requests, please attach additional pages. If your department has several individual programs, you must collate all revisions into one document so that the changes are not contradictory.

**All New Course requests require the submission of a syllabus in addition to the New Course Request form.** If the course is a 4000-6000 or 7000-8000 the syllabus must distinguish between the two levels, indicating the additional work required of the higher level students.

**Courses where a level is being added also require the submission of a syllabus.** In this case the syllabus should distinguish between the two course levels, detailing the additional work the upper level students will be responsible for completing.

- **PLEASE NOTE:** If additions or revisions are made to a 6000 level course, curricular forms for **these courses must undergo both the undergraduate and the graduate curricular approval process.** The course description must be the same for both the 4000 and 6000 levels. The 6000 level cognate must require additional work for graduate students. **6000 level courses cannot exist without a 4000 level cognate.**

**Course Revision form:** <http://www.memphis.edu/currproc/docs/revision1.pdf>

**See Appendix A for information concerning Course subjects, numbers, etc. from the highly exciting Curriculum Procedures Handbook.**

**See Appendix B for more information concerning "ELEMENTS OF COURSE DESCRIPTION" from the acclaimed Curriculum Procedures Handbook.**

### **ACADEMIC PROGRAM PROPOSALS**

All academic program proposals that need approval from the Tennessee Higher Education Committee (THEC) must be formatted as dictated by THEC policy. Before developing an academic program proposal, please contact Dr. Robin Poston, Interim Associate Dean of the Graduate School, at 678.4212, as well as, Mary Kyle at 678.4817. All new Master's and PhD degree programs require the submission of a Letter of Notification and New Academic Program Proposal. The policies and checklists for these documents can be found on the THEC website:

<https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>.

### **CATALOG CHANGES**

All changes to the *Graduate Catalog* **must** be submitted in a Word document, **using track changes to indicate the additions and revisions being requested**. Please check the content of your program's *Graduate Catalog* pages carefully to ensure all information is accurate and up to date. Also, please note that certain changes to the Catalog require THEC notification. The THEC notification forms are located here: <https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>.

Catalog changes are not automatic when you are revising a course. These also have to come before the committees. Presently the accepted form is a track changes imposed on the old narrative from the catalog. An example of what to submit to the ICL graduate coordinator follows.

#### *Original Listing*

#### **ICL 7010 - Analysis Pract Teach II (3)**

(CIED 7010). Intensive, interdisciplinary, and integrative study of models of teaching, curriculum assessment and evaluation, reading in content area, mainstreaming, multicultural concerns, and instructional technology; emphasis on theory, research, and skills through simulations and microteaching. PREREQUISITE: ICL (or CIED) 7000.

#### *Requested Change*

#### **ICL 7010 - Analysis Pract Teach II (3)**

(CIED 7010). Intensive, interdisciplinary, and integrative study of models of teaching, curriculum assessment and evaluation, reading in content area, mainstreaming, multicultural concerns, and instructional technology; emphasis on theory, research, and skills through simulations and microteaching.

This is another one-time-a-year process. Submit change request to the ICL Graduate Coordinator in September.

### **New Course Process**

When you are developing a new course for your program area you will want to develop your syllabus according to the following form established in the College of Education. Go to [http://www.memphis.edu/coe/docs/syllabus\\_generic.doc](http://www.memphis.edu/coe/docs/syllabus_generic.doc) and click on COE Generic Course Syllabus Format. It may be wise to make two different copies of your syllabus, one for your students and one for approval submission. The committees prefer an abridged edition for the approval process. However, both must contain all information listed on COE Generic Course Syllabus Format and must stay the same for the approval process.

Submit a copy of your syllabus and the New Course Form (link below) to the ICL graduate

coordinator once the course is developed in SEPTEMBER of any academic year to make the approval and catalogue for the next year.

**New Course form:** [http://www.memphis.edu/currproc/docs/new\\_course2.pdf](http://www.memphis.edu/currproc/docs/new_course2.pdf)

**See Appendix A for information concerning Course subjects, numbers, etc. from the highly exciting Curriculum Procedures Handbook.**

**See Appendix B for more information concerning "ELEMENTS OF COURSE DESCRIPTION" from the acclaimed Curriculum Procedures Handbook.**

### **New Course Approvals**

Check Point 1. Departmental Curriculum Committee (Due to Committee in September)

Check Point 2. Department Chair

Check Point 3. College Curriculum Council

Check Point 4. College/School Dean

Check Point 5. University Council for Graduate Studies (chaired by the Vice Provost for Graduate Programs)

### **Special Topics Courses**

Reasons for a Special Topics Course Experimenting with a new course topic

Special topic that addresses a special group of students (grants, special programs)

When you did not get your new course material in by the deadlines for an upcoming academic year

Special Topics follow the same guidelines for syllabi outlined at

[http://www.memphis.edu/coe/docs/syllabus\\_generic.doc](http://www.memphis.edu/coe/docs/syllabus_generic.doc) and click on COE Generic Course Syllabus Format.

If a Special Topics Course has been offered for three semesters and appears to be a course you think should become permanent you mark it as Special Topics 3rd time and request it be submitted as a permanent course offering.

The approval form is located at

Special Topics [http://www.memphis.edu/currproc/docs/spec\\_top1.pdf](http://www.memphis.edu/currproc/docs/spec_top1.pdf)

### **Special Topics Approvals**

Check Point 1. Departmental Curriculum Committee

Check Point 2. Department Chair

Check Point 3. College Curriculum Council

Check Point 4. College/School Dean

Because Special Topics Courses do not go to the university committees but are recommended at the College level they can be submitted on a monthly basis for approval. When approved at the college level the Dean will contact the university course offering system to have the course approved for schedule.

**See Appendix A for information concerning Course subjects, numbers, etc. from the highly exciting Curriculum Procedures Handbook.**

**See Appendix B for more information concerning "ELEMENTS OF COURSE DESCRIPTION" from the acclaimed Curriculum Procedures Handbook.**

All course revisions, changes, and new courses must be submit along with the Curriculum Requests Cover Sheet Summary and Justification form <http://www.memphis.edu/currproc/docs/cover1.pdf> by the ICL Graduate Coordinator.

## Appendix A

### COURSE-RELATED TERMINOLOGY AND EXPLANATIONS

#### Section A. Course Subject Area and Number for Course Revisions

The COURSE SUBJECT AREA is the alpha identification (normally four letters, *e.g.* ANTH) assigned to a course to indicate the department or course content area within a department. The SUBJECT AREA codes are assigned as approved. Requests for additional codes or changes in codes must be made through the normal curricular process. Once they are approved, Academic Affairs and the Registrar coordinate the final assignment of the SUBJECT AREA code.

#### Course Number and Level

The first digit of a course number indicates the classification of the student for which the course is normally intended:

0001-0999 Courses for which the credit does not apply toward minimum degree requirements or for which credit is restricted

1000-1999 Lower Division (Level 1\*) courses primarily for freshmen 2000-2999 Lower Division (Level 1\*) courses primarily for sophomores 3000-3999 Upper Division (Level 2) courses primarily for juniors 4000-4999 Upper Division (Level 2) course primarily for seniors. (May have 6000 level cognate)

6000-6999 Undergraduate courses with 4000 level cognates for which a limited amount of graduate credit may be earned by those graduate students have more course requirements, such as an additional paper or additional higher level readings to receive graduate credit. This course title, description, etc., must be identical to those of the 4000 level. The 6000 level curricular requests must be submitted at *both* the graduate and undergraduate levels. All courses at or above the 6000 level must be taught by members of the Graduate Faculty.

7000-7999 Master's (Level 3) courses. (May have 8000 level cognate)

8000-8999 Doctoral (Level 4) courses. (May have 7000 level cognate)

9000 Doctoral dissertation (Level 4)

Law Professional (Level 5)

\*See the TBR Articulation Policy for criteria that pertain to the lower division general education course number assignment.

#### New Course Number or Change in Course Number

In addition to the above considerations in the assignment of a COURSE NUMBER, the number for a new course may not be the same as that of an existing course or of a course that has existed in the past.

When a course number is changed, the former number must be indicated in parentheses following the course title.

**CRPL 1002. Course Planning. (3). (1000).**

The curricular request for the change in course number must indicate all places in the online *Catalog* such as course prerequisites, degree, major, minor, or concentration requirements, etc., that will be affected by the change.

### **Course Title**

COURSE TITLES should be concise and indicative of course content.

### **Course Credit Hours**

The CREDIT HOUR is the unit by which course work is measured at the university. The value is usually determined by the number of hours per week in class. A minimum of 750 contact minutes is required for each semester hour's credit for a lecture course (2250 minutes for a three-hour course). At least 1500 minutes per one hour credit is required for a laboratory course. The credit available for each course is stated after the course title in the online *Catalog* and changes must be proposed through the regular curricular revision procedure. The assignment of appropriate credit hours has both academic and funding implications.

From the student's perspective, the semester hour is defined as the credit earned for the successful completion of one hour per week in a lecture class for one semester, or for two hours per week of laboratory for one semester. A three-credit hour course normally meets for three lecture hours or for two lecture hours and two laboratory hours per week. Each lecture hour presupposes a minimum of two hours of preparation on the part of the student.

FIXED CREDIT: The credit for most courses does not vary from section to section or term to term. The most common number of credit hours for lecture courses is three, and for the combination of lecture and laboratory is four. In the online Catalog the number of course credit hours is enclosed in parentheses immediately following the course title:

### **CRPL 1001. Curriculum Planning I. (4) .**

VARIABLE CREDIT: The content of some courses is organized in such a manner as to permit individual segments or combinations of segments to be taught for varying amounts of credit. There is currently a range of 1-12 hours per course. In the online Catalog, the range is enclosed in parentheses immediately following the course title:

### **CRPL 1002. Curriculum Planning II. (1-3) .**

REPEATABILITY FOR CREDIT: Courses that have been approved to be repeated for credit (fixed or varied) must include in the course description a statement indicating that they may be repeated, the conditions or requirements for repeating the course, and the maximum amount of credit permitted:

"...With permission of chair, may be repeated for a maximum of 6 hours credit."

LECTURE/LABORATORY DISTRIBUTION: If laboratory, clinical, etc. hours comprise part of the course requirements, the distribution of time must be stated in the online *Bulletin* course description:

"...Two lecture hours, two laboratory hours per week."

In Banner and in the online class listing, the lecture and laboratory components of the same course are listed separately:

### **CRPL 1001 ( 2). Curriculum Planning I CRPL 1001 ( 2) Curriculum Planning I Lab**

If the laboratory course is separate from the lecture course but both are required to be taken concurrently, then each must be listed as a corequisite of the other. If the two are separate and a specific grade is required in both in order to receive credit, then a statement to that effect must be included in the description of both:

**SCIN 2001. Science. (3).** Survey of .... A grade of "C" is required in SCIN 2002 in order to receive credit for 2001. COREQUISITE: SCIN 2002.

CHANGES IN COURSE CREDIT HOURS: Requests for a change in the number of credit hours assigned to a course must observe the required minimum for contact minutes and must indicate associated changes in degree, major, minor, concentration, etc., requirements.

### **Course Description**

If the course title is sufficiently indicative of course content, no description is necessary. Course descriptions should clearly highlight course content. Complete sentences are not necessary, but there should be consistency within the particular course description and among course descriptions in the same department. Phrases which merely repeat the course title will be eliminated.

The following TBR policy statement MUST be observed: *"All course descriptions should clearly and accurately describe the contents of courses and should NOT contain any representations of the result to be expected from enrollment in the courses."*

For any course change, check for impact on other course prerequisites, degree, major, minor, and concentration requirements, etc. Check with other departments to ensure against overlap or that their requirements are not impacted.

### **Prerequisites and Corequisites**

Course PREREQUISITES and COREQUISITES are included at the end of the course description. Determination of course prerequisites and corequisites is based upon academic content, not staffing and scheduling. If the knowledge from one course is essential for successful performance in another course, the first course must be listed as a prerequisite for the second:

**CRPL 4021. Program Planning. (3).** Preparation of ...  
PREREQUISITE: CRPL 3005.

When there is a common prerequisite for all courses at the upper division level in a department, then a general statement should be used at the beginning of the course description listing rather than including the prerequisite with each course:

In addition to specific course prerequisites, CRPL 2250 is a prerequisite for all upper division courses in the Department of Curriculum Planning.

If courses required for degrees, majors, etc. have prerequisites, the prerequisites must be included as part of the description for the requirements of the degree, major, etc.

If the academic content of two or more courses dictates that they be taken concurrently, then each must be listed as a corequisite for the other:

**CRPL 3006. Course Development. (3).** Curriculum committee ... COREQUISITE: CRPL 3004.

**CRPL 3004. Curricular Procedures. (1).** Using ... COREQUISITE: CRPL 3006

## Cross Listing Courses

Courses may be cross-listed when the content of a course or the faculty expertise in one department is appropriate for another department or for accreditation or other reasons. The course titles, descriptions and, where possible, the course numbers must be identical. When courses are cross-listed, each course is to indicate the cross listing in the course description with the notation "(Same as ....)" following the course title and credit:

**CRPL 3007. Curriculum Planning. (3). (Same as CIED 3007).** Development of...

**CIED 3007. Curriculum Planning. (3). (Same as CRPL 3007).** Development of...

## Appendix B

### ELEMENTS OF COURSE DESCRIPTION

**1 ANTH 2 4002- 3 6002. 4 Museum Operation. 5 (3). 6 (3050). 7 (Same as ANTH 4002). 8** Basic aspects of museum organization, management, exhibit planning and execution, and maintenance of collections and records. **9** *Two lecture hours, two laboratory hours per week.* **10** PREREQUISITE: ART 3090. **11** COREQUISITE: ART 4001. **12 [G] 13 (S/U)**

1. Subject Area
2. Course number/level
3. 6000 level cognate
4. Course title
5. Credit hours
6. Former course number
7. Cross listing
8. Course description
9. Lecture/laboratory description
10. Prerequisite
11. Corequisite
12. General Education Program designation\*
13. Special grading, which can include "S/U", "S,U, I", "A-F, IP"

\* **[G]** = General Education Program

## Course Close Out

When a course is no longer appropriate or needed for the department's programs or when there is no enrollment or faculty expertise available, a request should be made to close out the course. In the course inventory, the course will be inactivated as of the summer after approval. See also *Course Retention* below.

## Course Retention

If a course has not been taught during the time specified in the curricular cycle (four years for undergraduate courses and six years for graduate courses), the appropriate department will be notified to decide whether it should be retained or closed out in the course inventory and online *Catalog*. A list of courses not taught in the specific time will be sent to the departments. The departments indicate course close out or retention on the list and submit it during the normal curricular revision process.

## Special Grading

If a grading system other than A-F is to be used for a course, the request to do so must be included as part of the curricular request when initiating a new course and can only be changed from the standard grading system for an existing course through the regular curricular procedures. Notation of the special grading must be included in the course description. At the undergraduate level, special grading is usually limited to such courses as practice teaching, internships, workshops, special problems courses, etc. At the graduate level, special grading is used for the same types of courses as well as practical, theses, dissertations, etc.:

† **CRPL 7996. Thesis. (1-6).** Research and ... ( S/U )

**REPEATABILITY TO IMPROVE COURSE GRADE:** Most undergraduate courses may be repeated in order to improve a former grade. In the few cases where they may not (Special Topics, individual study, etc. where the content varies from semester to semester), a notation to that effect must be included with the course description. Some graduate courses may be repeated in order to earn a higher grade only if the earned grade was lower than a "B" (3.0). No course may be repeated more than once to improve the grade:

**CRPL 4991. Independent Study. (1-3).** Individual research and ... *This course may not be repeated for the purpose of improving a previous grade.*

## Valid Combinations of Instructional Method and Schedule Type

**Instructional Method** describes the section and is contact based.

**Schedule Type** describes the course and is curriculum based.

<b>INSTRUCTIONAL METHOD</b>	<b>BANNER VALUE</b>	<b>SCHEDULE TYPE</b>
Audio Tape	ATP	LEC (Lecture)
Public Broadcast	BRD	LEC (Lecture)
Computer Based Interactive Media	CIM	IND (Independent Study)
Conventional	CON	LEC (Lecture) LAB (Laboratory) LLB (Combined Lecture/Lab) MUP (Musical Group Performance) PEA (Physical Education Activity) SEM (Seminar) WSP (Workshop)
Dissertation	DIS	DSR (Dissertation)
Desktop Video Conferencing	DVC	LEC (Lecture)
Email	EML	LEC (Lecture)
Hybrid	HYB	LEC (Lecture)
Independent Study	IND	IND (Independent Study) RES (Research)
Other Non-conventional Media	NCM	IND (Independent Study) LAB (Laboratory) PRL (Private Lesson) STU (Studio) WSP (Workshop)
One-Way Video and Audio	OWY	LEC (Lecture)



Student Teaching/ Field Supervision	PRA	CLR (Clerkship) FLD (Field Experience) PRA (Practicum/Co-op)
RODP-WEB Asynchronous UG	RD1	LEC (Lecture) CLN (Clinical)
		IND (Independent Study) LAB (Laboratory)
		LEC (Lecture) CLN (Clinical) IND (Independent Study) LAB
RODP-WEB Asynchronous DSP	RD3	LEC (Lecture) LAB (Laboratory) LLB (Combined Lecture/Lab)
Self-Instructional Media	SLF	LEC (Lecture)
Thesis	THS	MST (Master's Thesis)
One-Way Video & Two-Way Audio	TWA	LEC (Lecture)
Two-Way Video & Audio	TWY	LEC (Lecture)
Video Disc	VDC	LEC (Lecture)
Video Tape	VTP	LEC (Lecture)
WEB-Asynchronous	WEB	LEC (Lecture)

