

Curriculum Change Guide for Deleting a Course

This guide applies to curriculum changes to delete a course, including general education courses.

Some general guidelines are as follows:

- A course listed as a requirement, elective, or admission requirement for any academic program should not be deleted unless there is an accompanying proposal to revise the affected academic program.
- A separate course proposal should be prepared for each course a department wants to delete.
- Deletions of general education courses can only take effect at the start of a fall semester. Deletions that accompany revisions to graduation requirements can only take effect at the start of a fall semester.
- Other changes to courses can start in a fall or spring semester. Changes effective in a fall semester must have all the necessary approvals by October 31 of the preceding academic year. Changes starting in a spring semester must be approved by March 31 of the preceding academic year.

1. **Obtain faculty approval in the department that will offer the course.**

Departments vary in how this approval is obtained, according to their policy statements. If the proposed course is interdisciplinary, approval must be obtained in each participating department. If a course is used by another department (as a prerequisite, as an elective in an academic program, or as a requirement in an academic program), consultation with the other department should begin as soon as possible. Colleges and departments vary in the mechanisms used for this consultation.

2. **Prepare a formal curriculum change form.** In most departments, this is done through consultation with the department chair and the faculty members who initiated the proposal. For the proposal to be complete, all sections must be filled in. If the proposal is related to a new or revised academic program, the proposal must accompany that proposal through the curriculum approval process.

3. **The department chair signs the proposal and forwards to the college curriculum committee.** In some colleges, this is managed through the dean's office. In others, the chair should send the proposal directly to the college curriculum committee chair. Before doing so, the chair should determine that the proposal is complete. The chair may consult with college advising offices, in particular, to complete the section related to transfer articulation, especially if the deletion is related to a program revision, new program, or program deletion. Chairs and faculty are encouraged to consult with the curriculum manager and with the appropriate deans, including the graduate dean if it is a deleted graduate course. Deans should advise the provost on proposals that are being developed that have resource implications.

4. **The college curriculum committee chair schedules the proposal for review by the college curriculum committee.** That committee is composed of faculty representatives from the departments, according to the policies of the college. Before an undergraduate proposal is reviewed by a college curriculum committee, the section on transfer articulation should be completed.
5. **The college curriculum committee chair sends approved proposals to the dean.**
6. **The dean should obtain the approval of the graduate dean for graduate course changes, including the graduate dean's signature on the proposal form.**
7. **If the dean approves the proposal, the dean will send four copies of the proposal to the curriculum manager.**
8. **The curriculum manager will review the proposal for completeness.** Most course deletions will be final at this step. Proposed deletions that involve general education courses will be forwarded to the faculty senate office for review by the Committee to Oversee General Education.
9. **If the revised academic course is part of a teacher education program:** It may be necessary for the proposal to be reviewed by the curriculum committee of the Professional Educator's Board. This will be the case for any course that is a requirement in any teacher education proposal. In that instance the curriculum manager will send the proposal to the College of Education for that review. Exception: A proposal originating in the College of Education and which will be part of a teacher education proposal, will be reviewed by the curriculum committee of the Professional Educators Board *before* it is sent to the curriculum manager.
10. **The curriculum manager forwards the proposal to the catalog editor.** The proposal will be incorporated into the next version of the catalog, consistent with the approved deadlines.

How to Complete the Curriculum Change Form, Page 1:

1. The proposed effective semester may be a fall or spring semester, except for general education changes, which can only take place with a fall semester.
2. Check the box for deletion (required by others) or deletion (not required by others). The difference here is whether any other department uses the course.
3. If the course is part of a teacher education program (meets any requirements in such programs), then the teacher education program should be included in the space for "Title of degree, curriculum, major, minor, concentration, or certificate."

4. Indicate the existing and course prefix and number, credit hours, and course title.
5. Skip the sections on prerequisites and co-requisites, restrictions, and the section on specifications for university schedule of classes.
6. If your proposal is part of a proposal to revise an existing academic program or to create a new one, it should accompany that proposal through the curriculum change process. Such proposals will be necessary if the deleted courses appears in the requirements, admissions prerequisites, or electives for any academic program.
7. The department chair must sign the form before sending to the college curriculum committee. The chair should check to see that all parts of the proposal are complete, including page 2.

How to complete the curriculum change form, page 2:

The narrative section of the curriculum proposal must also be completed. Here are some guidelines:

1. **Explain briefly and clearly the proposed improvement.** “This proposal deletes HIST 2100.”
2. **Rationale. Give your reason(s) for the proposed improvement.** The rationale needs to be understandable by someone outside your discipline. This may be contained in an attached proposal document. If so, indicate that here.
3. **Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.** Check carefully to identify other departments and colleges who use the course as a requirement, prerequisite, co-requisite, or elective in their programs. If so, their support must be obtained.

Deans are required to deal with support issues within a college and letters indicating that support do not have to be forwarded to the curriculum manager. If inter-college support is required, those letters must be attached and must be signed by the dean (or the dean’s designee) when the proposal is sent to the catalog manager. If the inter-college levels of support are not included, the curriculum manager will return the proposal to the dean’s office.

4. **Effect on your department’s programs. Show how the proposed change fits with other departmental offerings.** As with the other sections, this should be brief, but it should be explained.
5. **Effects on enrolled students.** Indicate how students enrolled under current catalogs will be able to complete their programs. Note: Students transferring from Michigan community colleges may graduate under catalogs in place while they

were enrolled at the community college. Consult the admissions office or the transfer office for more detail.

6. **Student or external market demand.** Provide recent fall enrollment numbers for the course being revised or for another semester/session if that is when the course is most often offered. These numbers can be obtained through Cognos reports. For help in using Cognos or for obtaining a Cognos account, please contact the office of Student Academic and Institutional Research at 387-4422.
7. **Effects on resources.** This section usually does not apply to course deletions.
8. **General Education criteria.** If this is a general education course, indicate the proficiency or area in which it counts. The proposal will require approval of the Committee to Oversee General Education.
9. **List the learning outcomes for the major, minor or concentration. These are the outcomes that the department will use for future assessments of the course.** This section does not have to be completed.
10. **Describe how this curriculum change is in response to assessment outcomes that are part of departmental or college assessment/accreditation review.** It is expected that most curriculum changes are related to departmental or college assessments. You should describe how assessment/accreditation led to this change or indicate that it is not related. If this proposal was not prompted by assessment, then this section should state that.
11. **Describe, in detail, how this curriculum change affects transfer articulation from Michigan community colleges.** This section does not apply to graduate courses. This step will take a lot of time, but will save time later on. In consultation with advisors, your department chair, or your college advising office, identify how students at Michigan community colleges can transfer into this program. The offerings of all Michigan community colleges should be reviewed for this purpose.