

## Oklahoma State University Policy and Procedures

<b>COURSE ACTION REQUESTS</b>	<b>2-0202 ACADEMIC AFFAIRS August 2019</b>
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### **POLICY**

1.01 Course action requests include adding courses, dropping courses, or making modifications to existing courses. Course action requests should be considered in light of the philosophy and goals of the department, the college, and the total University, and should contribute to the effort of improving the quality and efficiency of the total curriculum. Course action recommendations should contribute to the more efficient allocation and utilization of faculty, physical, and financial resources.

1.02 Course action requests must be submitted on official "Course Action Forms." These forms are reviewed once a year by the Instruction Council and the Vice Provost for Undergraduate Education.

1.03 Requests for new courses or those to be dropped, cross-listed, changed in level or credit are sent to the Instruction Council for approval.

### **PROCEDURE**

2.01 The "Course Action Form" originates in the department, is signed by the head, and is referred to the dean's office of the college. The department retains one copy of the form. New course requests must have a "Supplementary Information for New Course Request" form attached, completed by the department head, and signed by the dean.

2.02 The dean's office refers the form to the college's curriculum committee, if necessary, after which the dean signs the form and forwards it to the Vice Provost for Undergraduate Education. The dean's office retains one copy of the form.

2.03 All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.

2.04 All requests for courses with graduate credit must be approved by the Dean of the Graduate College.

2.05 If the course is requested for general education credit, the form is referred to the General Education Advisory Council for review and approval.

2.06 The Instruction Council reviews all course action requests and makes recommendations to the Vice Provost for Undergraduate Education. The dean of each college (or his/her designee) notifies the department and curriculum committee of the action taken.

2.07 After the course action requests are approved by Instruction Council, the Registrar and the unit administrator ensure the action taken is accurately reflected in the proof copy of the Class Schedule Booklet, the Degree Requirement Sheets and Catalog.

Approved:

Vice President for Academic Affairs and Research, June 16, 1975

Revised:

July 1, 1975, August 1, 1978, February 14, 1979, December 1, 1981

Revisions Approved:

Instruction Council, March 9, 2007

Reviewed by Faculty Council's Academic Standards & Policies Committee, May 2007

Council of Deans, June 22, 2007

OSU Executive Group, July 20, 2007

Revisions Approved:

Graduate Council, November 30, 2018

Directors of Student Academic Services, December 12, 2018

Instruction Council, January 3, 2019

Faculty Council, February 12, 2019

Council of Deans, March 14, 2019

Executive Team, August 2019