

# Oklahoma State University Policy and Procedures

## COURSE ACTION REQUESTS

2-0202  
ACADEMIC AFFAIRS  
July 2007

### 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 & the Associate Vice President 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 Associate Vice President for Undergraduate Education. The dean's office retains one copy of the form.

2.03 If a 4000 level course requests graduate credit the department must submit a syllabus showing additional requirements for graduate students.

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 Associate Vice President 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