

## Curriculum Review Process

### Policy and Procedure to Add, Revise, or Drop a Course

#### Policy

Programs that wish to revise program curriculum including adding, dropping, or revising a course must submit a memorandum outlining the changes requested, a copy of the current curriculum sequence and the new proposed curriculum sequence along with the appropriate completed forms and the new course syllabus to the Graduate College Curriculum Review Committee. These forms are available on the OUHSC [Admissions & Records website](#).

The Curriculum Review Committee (CRC), a standing committee of Graduate Council composed of members from all colleges, meets the 2nd Thursday of each month to review course change submissions. The **memorandum, course change form(s), syllabus that meets APC requirements, and current and proposed curricula** should be sent in electronic format to [gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu) on or before the **FIRST** of the month to allow committee members time for review prior to the meeting.

The course will be assigned to two reviewers who examine the correctness of form completion, the syllabus, the explanation of reasons for change, and the impact on the program curriculum. The CRC may ask for modifications prior to approval.

After CRC approval, the documentation is forwarded to Graduate Council for consideration at its next meeting, on the 3rd Thursday of each month. If approved by Graduate Council, the course information is sent to the APC for approval. If appropriate, Admissions and Records forward the documentation for final approval of the Regents.

Deadlines for the course to be approved by the Academic Program Council are posted on the Admissions and Records website at <http://admissions.ouhsc.edu/FacultyAdministration.aspx>

**Allow three months to receive all necessary approvals.**

#### Procedure

- Download and complete the appropriate form from [admissions.ouhsc.edu/FacultyAdministration](http://admissions.ouhsc.edu/FacultyAdministration).
- Attach the syllabus that meets APC requirements [APC format for syllabus](#).
- Attach the current and proposed program curricula highlighting the course add, drop, or revision.
- Email an electronic copy to [gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu) by the first of the month in which you request review by the CRC.

### **Course ADD Recommendations**

In the box “What is the rationale for the course addition? Include how this course addition will affect the total program” it is important to explain if this course addition will increase, decrease, or have no effect on the total program hours.

**\*If the course is a required course and will alter the number of hours required for the program due to the course addition, revision, or drop, a *Program Modification Form* required by the State Regents for Higher Education must be completed. Allow ONE YEAR for this process. See program modification instructions.**

### **Course DROP Recommendations**

Same as above

### **Course REVISE Recommendations**

If content has been removed from one course and added to another course, BOTH courses must be submitted for revision.

### **How to Select a New Course Number**

- The prefix indicates the program (AHS, PHAR, CELL, etc)
- 5000 and 6000 level courses are graduate level courses. MS and PhD students may enroll in either level course if approved by their program.
- A course number will consist of four digits as follows: (a) the first digit will denote the course level, (b) the second and third digits will be used to identify the course within a program, and (c) the fourth digit will denote the number of credit hours of the course.

### **How to Select Type of Course Number**

**Graduate College variable hour courses ending in “0” are S/U only.** These courses may vary in number of hours enrolled per semester and are repeatable. It must be specified on the course submission form the minimum and maximum number of hours that a student can enroll each semester, and how many times the course may be repeated.

Permission to change from S/U to graded may be granted for one semester only while a permanent change to add a course or change the grading system goes through the Graduate Council curriculum review process. Special permission to render a letter grade for a course that is approved for S/U must be obtained from the Dean of the Graduate College BEFORE the semester begins.

Examples of appropriate utilization of variable hour courses are:

- Thesis/dissertation hours
- Directed readings
- Special Studies

Courses ending in a number are repeatable if this is noted on the course application form with the number of times it is repeatable.

Examples of appropriate utilization of a fixed number repeatable course are:

- Departmental Seminars
- Journal Clubs

### **Procedure to Select an Unused Course Number:**

- Sign on to PeopleSoft Student Administration
- Curriculum Management
- Course Catalogue Summary
- Academic Institution should default to MDCTR (if not, place it in box)
- Click magnifying glass and select your department abbreviation
- Click SEARCH
- A number is not listed in your department is available to be used.
  - Note that even if a number has not been used for many years, it cannot be re-used because it will appear on old transcripts.