Instructional Guide to New Course, Course Change, Course Alteration and Course Drop Application Form

The form is available online and can be accessed through the Faculty Senate Homepage at: http://www.wvu.edu/~facultys/. Download the form in either portable document format (pdf) or Microsoft Word document, fill out the form, obtain appropriate signatures and send it to the Faculty Senate Office at Box 6122.

New Course Defined
All courses offerings at WVU and its affiliated campuses must be approved by the Curriculum Committee and the Faculty Senate. New courses may be categorized as follows:
- Part of a new curriculum.
- Addition to an established curriculum, to satisfy professional requisite changes or University policy changes.
- One semester courses that are being expanded into one taught in greater depth over a period of two semesters.
- Courses that have been offered as special topics courses under a common number for a maximum of three years.

Course Change Defined
These are those courses that request a major change and constitute a significant (greater than 20%) change in course content, other changes may include:
- Change in credit hours by more than one.
- Change in course number that alters the classification from undergraduate versus graduate
- Changes that involve other academic units.

Course Alteration Defined
These are those courses that request minor modification (less than 20% change). These may include:
- Credit hour changes of one
- Change in course number that does not alter course classification/level
- Pre-requisites and Restrictions
- Semester offered
- Minor modification in title or description
- College and Division (Major) Codes

College and Division (Major) Codes
These are reported in the Schedule of courses or are available from your Division office and Admission and Records.

C.I.P. Number
The classification of Instructional Programs is provided in the Master Courses Directory and should be available through the dean's office or from Institutional Analysis and Planning.
Course Hours
For fixed credit hour courses you need to use the one line. If the course is for variable credit hours, use both lines reporting the minimum and maximum for each lecture, lab, other and contact hours.

Restrictions
These are the restrictions placed an enrollment in a course and will be enacted by Banner at registration. Class refers to Freshmen - Senior and Level refers to undergraduate, graduate, professional, etc.

Catalog Description
This should be as you want it to appear in the catalog. The text of this description is limited to 35 words. Credit hours, pre-requisites, co-requisites, and contact hours are not included in the 35 words but should be added to the description. e.g.

**Electrical Engineering (EE)**

221. Introduction to Electrical Engineering. 3 Hr. PR: ENGR 102 and MATH 156. Electrical engineering units, circuit elements, circuit laws, measurement principles, mesh and node equations, network theorems, operational amplifier circuits, energy storage elements, sinusoids and phasors, sinusoidal steady state analysis, average and RMS values, complex power. (3 hr. lec.)

LSP Attributes
This section is not required for action by the Senate Curriculum Committee (SCC). A new course must be approved by the Senate LSP Committee to qualify for any of these attributes.

Required Attachments
A course syllabus must accompany the application for new course and course change. The syllabus must provide the following information:

- Course objective(s)
- Expected learning outcome(s)
- Topical outline (by day, week or percent time per topic)
- Details of the process of evaluation (grading) of student performance
- Includes weighting given to attendance, projects and examinations
- Proposed text
- See departmental checklist (J) for more details.

Departmental Checklist
(This checklist is provided for use by a department during the process of preparing a new course or a course change for the Faculty Senate. It is not necessary to copy it and forward it to the Curriculum Committee.)

It is important that persons submitting new course or course change requests carefully review this checklist (which is based on Curriculum Committee guidelines.) Failure to
follow any one of the Curriculum Committee guidelines will result in the application form begin returned for additions and/or modifications.

A. Are all appropriate blanks filled in?
B. For new courses, is the C.I.P. code included? It can be obtained in the college/school Dean's office.
C. Is the title no more than 30 characters (including spaces)
D. Is the course description 35 words or fewer? The course title and prerequisites are NOT included in the 35 words.
E. Is the language in the course description clear?
F. Is the reason for the proposal stated clearly and completely?
G. If a dropped course is a prerequisite for another course or a requirement for a program, a sign-off letter concurring in the course drop form the affected program must be included.
H. Does the content of the proposed course, overlap or possibly duplicate that of any existing course(s) at WVU? If so, an explanation should be attached and sign-off letters from the departments offering the existing course(s) are required. It is the responsibility of the person submitting the application to check for possible overlap and to obtain the sign-off letter(s).
I. If the proposed course has any prerequisites, is the prerequisite course taught by another school, college, or department? If so, the unit should be contacted to determine whether the additional enrollment can be accommodated. Attach a letter of explanation from the unit concerned.
J. Is the application accompanied by a syllabus with information about the proposed course and details regarding the process of student evaluation? As a minimum, course information must include the following:
   1. A statement of the major goals, and expected learning outcome(s) of the course;
   2. The method of instruction;
   3. A topical outline, indicating time distribution among topics;
   4. Proposed text, with author’s name and date of edition.
   The statement regarding the means of student evaluation must include the following:
   5. Those items (e.g., homework, examinations, term papers, class discussion, etc.) on which the students will be evaluated; the specific way attendance counts, if applicable, must be shown.
   6. A relative weighting of the importance of the above items in determining the final grade must be shown.
K. Is a field trip required? It should be noted at the end of the course description in a parenthetical addendum. If the student is responsible for the expenses of the field trip, the estimated cost must be included in the syllabus and may be included in the parenthetical addendum to the course description.
L. If the Course is a student practicum or Internship, details of evaluation and learning outcomes should be provided.
M. Is the course number appropriate?
# The University numbering courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;100</td>
<td>Developmental and community college certificate courses (does not require WVU Senate approval); and undergraduate professional development courses (courses that are designed for professional development and require students to possess a high school diploma but the course would not count toward graduation).</td>
<td>Freshmen/Lower Division - Intended primarily for freshman although they may be taken by upper division students if needed to complete degree requirements.</td>
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<tr>
<td>100</td>
<td>Freshmen/Lower Division - Intended primarily for freshman although they may be taken by upper division students if needed to complete degree requirements.</td>
<td>Sophomore/Lower Division - Intended primarily for sophomores. These courses may have 100 or 200 level prerequisites.</td>
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<tr>
<td>200</td>
<td>Sophomore/Lower Division - Intended primarily for sophomores. These courses may have 100 or 200 level prerequisites.</td>
<td>Juniors/Upper Division - Intended primarily for juniors. These courses may have extensive prerequisites or be limited to specific majors.</td>
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<tr>
<td>300</td>
<td>Juniors/Upper Division - Intended primarily for juniors. These courses may have extensive prerequisites or be limited to specific majors.</td>
<td>Seniors/Upper Division - Intended primarily for seniors and selected graduate students. These courses are typically limited to advance undergraduates within a particular major or degree program and selected graduate students. [No more than 40% of the credits counted for meeting requirements for a graduate degree can be at the 400 level.]</td>
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<tr>
<td>400</td>
<td>Seniors/Upper Division - Intended primarily for seniors and selected graduate students. These courses are typically limited to advance undergraduates within a particular major or degree program and selected graduate students. [No more than 40% of the credits counted for meeting requirements for a graduate degree can be at the 400 level.]</td>
<td>Undergraduate Seniors and Master’s Level - Courses intended for advanced undergraduates and graduate students. Seniors may enter via petition/special permission. Undergraduates in any class carrying a 500-level course number must have a 3.0 cumulative grade point average and written approval on special forms from the course instructor and the student’s advisor.</td>
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<tr>
<td>500</td>
<td>Undergraduate Seniors and Master’s Level - Courses intended for advanced undergraduates and graduate students. Seniors may enter via petition/special permission. Undergraduates in any class carrying a 500-level course number must have a 3.0 cumulative grade point average and written approval on special forms from the course instructor and the student’s advisor.</td>
<td>Master’s Level - Courses intended for Master’s degree students. (no undergraduates permitted.)</td>
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<td>600</td>
<td>Master’s Level - Courses intended for Master’s degree students. (no undergraduates permitted.)</td>
<td>Master’s and Doctoral Degree Level - Courses intended for doctoral students, and advanced Master’s students. (no undergraduates permitted.)</td>
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<tr>
<td>700</td>
<td>Master’s and Doctoral Degree Level - Courses intended for doctoral students, and advanced Master’s students. (no undergraduates permitted.)</td>
<td>Professional Development - Courses intended for professional development and require students to possess a bachelor’s degree, but the course does not count toward graduation and is not applicable towards attain a graduate degree. Grading is S/U only.</td>
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</tbody>
</table>
### Undergraduate Common Course Numbers

**490**  
Teaching Practicum. I, II, S. Variable 1-3 hr. PR: Consent. Teaching practice as a tutor or assistant.

**491**  
Professional Field Experience. I, II, S. Variable 1-18 hr. PR: Consent (may be repeated up to a maximum of 18 hours.) Prearranged experiential learning program, to be planned, supervised, and evaluated for credit by faculty and field supervisors. Involves temporary placement with public or private enterprise for professional competence development.

**492**  
Directed Study. I, II, S. Variable 1-3 hr. Directed study, reading, and or research.

**293/493**  
Special Topics. I, II, S. Variable 1-3 hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

**494**  
Seminar. I, II, S. Variable 1-3. PR: Consent. Presentation and discussion of topics of mutual concern to students and faculty.

**495**  
Independent Study. I, II. S. Variable 1-3 hr. Faculty supervised study of topics not available through regular course offerings.

**496**  
Senior Thesis. I, II, S. Variable 1-3 hr. PR: Consent.

**497**  
Research. I, II, S. Variable 1-3 hr. Independent research projects.

**498**  
Honors. I, II, S. Variable 1-3 hr. PR: Students in Honors Program and consent by the Honors Director. Independent reading, study or research.

### Graduate Common Course Numbers

The following courses are approved for University-wide use by any academic unit, thus any school/college may elect to offer these courses for its students.

**590/690/790**  
Teaching Practicum. I, II, S. Variable 1-3 hr. PR: Consent. Supervised practice in college teaching of _________________. Note: This course is intended to insure that graduate assistants are adequately prepared and supervised when they are given college teaching responsibility. It will also present a mechanism for students not on Assistantships to gain teaching experience. Grading with be S/U.

**591/691/791**  
Advanced Topics. I, II, S. Variable 1-6 hr. PR: Consent. Investigation of advanced topics not covered in regularly scheduled courses.
592/692/792 Directed Study. I, II, S. Variable 1-6 hr. Directed study, reading, and or research.

593/693/793 Special Topics. I, II, S. Variable 1-6 hr. A study of contemporary topics selected from recent developments in the field.

594/694/794 Seminar. I, II, S. Variable 1-6 hr. Seminars arranged for advanced graduate students.

595/695/795 Independent Study. I, II, S. Variable 1-6 hr. Faculty supervised study of topics not available through regular course offerings.

696/796 Graduate Seminar. I, II, S. 1 hr. PR: Consent. It is anticipated that each graduate student will present at least one seminar to the assembled faculty and graduate student body of his/her program.

697/797 Research. I, II, S. Variable 1-15 hr. PR: Consent. Research activities leading to thesis (697), problem report (697), research paper or equivalent scholarly project (697), or a dissertation (797). Grading may be S/U.

698/798 Thesis or Dissertation. I, II, S. Variable 2-4 hr. PR: Consent. Note: This is an optional course for programs that believe that this level of control and supervision is needed during the writing of their student’s reports (698), theses (698), or dissertations (798). Grading may be S/U.

699/799 Graduate Colloquium. I, II, S. Variable 1-6 hr. PR: Consent. For graduate students not seeking course work credit but who wish to meet residence requirements, use the University’s facilities and participate in its academic and cultural programs. Note: Graduate students not actively involved in course work or research are entitled, through enrollment in his/her department’s 799 or 899 Graduate Colloquium, to consult with graduate faculty, participate in both formal and informal academic activities sponsored by his/her program, and retain all of the rights and privileges of duly enrolled students. Grading is S/U; colloquium credit may not be counted against credit requirements for master’s programs.