

CHAPTER 3: Educational Services

Procedure 3B.3/11: Adding, Changing, Dropping, or Suspending Courses

Adding New Courses

- New courses that are proposed for permanent inclusion in the college curriculum can be developed by faculty and/or management.
- An [Add a New Course](#) proposal form and [Common Course Outline](#) form shall be presented to the appropriate division for review.
- The proposal form, with the division's recommendation, and the *Common Course Outline* shall be forwarded to the academic dean for review and then to the Academic Affairs and Standards Council for approval.
- Approved new courses shall be added to the [College Catalog](#) at least once per year, contingent upon publication deadlines.

Changing Courses

- Proposals to change existing courses shall be developed within an academic division.
- A [Change a Course](#) proposal form and a revised *Common Course Outline* form shall be presented to the division for review.
- The proposal form, with the division's recommendation, and the *Common Course Outline* shall be forwarded to the academic dean for review and then to the Academic Affairs and Standards Council for approval.
- Course changes will be added to the *College Catalog* at least once per year, contingent upon publication deadlines.
- Course changes that benefit students (e.g., adding a course to the Minnesota Transfer Curriculum) may be enacted during the academic year, if administratively feasible.

Dropping/Suspending Courses

- Proposals to drop or suspend existing courses shall be developed within an academic division.
- A [Delete or Suspend a Course](#) proposal form shall be presented to the division for review.
- The proposal form, with the division's recommendation, and a current copy of the *Common Course Outline* shall be forwarded to the academic dean for review and then to the Academic Affairs and Standards Council for approval.
- Deleted courses shall be removed permanently from the curriculum and the *College Catalog*.
- Suspended courses shall remain in the curriculum, but shall be removed from the *College Catalog* until a request to reactivate the course is forwarded by the division to the Academic Affairs and Standards Council.

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Adding Topics/Experimental Courses

- Topics courses are courses that address current interest or special needs or for which a faculty member may have a special expertise. Experimental courses are courses developed as potential permanent courses that are offered first on a temporary trial basis. These types of courses are not permanent offerings and will not be listed in the *College Catalog*.
- Topics and experimental courses may be offered a maximum of three semesters.
- Both topics and experimental courses are numbered 1189.
- An [Experimental/Topics Course](#) proposal form and *Common Course Outline* form must be submitted to the division administrator for review and approval.
- The decision will be published in the [College Bulletin](#) as part of the Academic Affairs and Standards Council minutes prior to the course being taught.

History:

- 8/06 *Added "Curriculum Proposal Form and Common Course Outline Form must be submitted to AASC as information items." Deleted "division administrator approval" language.*
- 11/08 *Deleted Topic Courses section and updated experimental courses section to include topic course language.*
- 03/10 *Added Adding, Changing and Dropping/Suspending Courses sections. Removed "Experimental courses may become permanent courses" from Topics/Experimental Courses Section*