

February 13, 2013

UNIVERSITY CURRICULUM AND CATALOG

KEEPING THE CURRICULUM UP-TO-DATE: COURSES

The role of academic governance in curricular renewal is well established and enhances qualitative improvement. Keeping courses up-to-date supports the requests faculty develop to change and create curricula.

There are several responsibilities departments and, in turn, colleges fulfill to assure that the courses within their curricula are up-to-date.

- **Courses Not Offered Within The Last Four Years**

Action: Each August, University Curriculum and Catalog informs colleges about courses that have been deleted because they have not been taught in the last four years. Departments and colleges can be proactive in determining which courses may be subject to the regulation of deleting courses not taught during the preceding four years by using this tool, [Courses Last Taught](#).

College Role: Colleges submit requests via the COURSES system if a course needs to be reinstated.

Impact: Less than ten percent of these courses are reinstated. This keeps the offering of courses in alignment with program requirements and discourages unnecessary growth in the number of courses, and provides students with up-to-date course listings in the *Course Descriptions* catalog.

- **Courses Authorized But Not Offered - Courses Offered But Not Authorized**

Action: At the end of fall semester and spring semester, University Curriculum and Catalog notifies the Associate Dean of each college of courses authorized but not offered and courses offered but not authorized during the preceding semester.

College Role: Colleges submit course change requests to request a different term of offering if the one listed is not a usual term of offering.

Impact: When the listed term of offering is accurate, student can plan their enrollments accurately.

- **Transfer Equivalencies**

Action: Once each fall, spring and summer, the Office of the Registrar sends an email to the Associate Dean of each college strongly encouraging them to review transfer credit equivalencies that have not been reviewed within the last four calendar years.

College Role: Colleges review the equivalencies using the *Review Functionality for Transfer Course Equivalents in Transfer MSU* and indicate for each equivalency whether it: is still accurate; needs to be updated; or needs to be end-dated.

Impact: For potential transfer students, and MSU continuing students who may complete a course at another institution, having accurate course equivalencies supports timely progress-to-degree.

- **Review of Prerequisites, Corequisites and Restrictions**

Action: As needed, the University Committee on Curriculum may ask that all courses in all colleges be reviewed to assure that prerequisites, corequisites, and restrictions are accurate. During 2012-2013, a review of prerequisites, corequisites, and restrictions began with anticipated completion in Spring 2014. The previous review occurred in 1992.

College Role: At any time, colleges may submit academic program requests to University Curriculum and Catalog according to their need for new or changed programs. For these program requests, it is assumed that college-level review includes a review of prerequisites, corequisites, and restrictions before the request is submitted. Upon receipt, University Curriculum and Catalog checks the courses listed as part of the program request's requirements to determine accuracy of title, credits, etc. before the program request is sent to the University Committee on Curriculum.

Impact: Reviewing course prerequisites collectively and cumulatively makes academic programs accessible to students and supports timely progress-to-degree because courses have up-to-date attributes.