

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

CURRICULUM REVISION PROPOSAL

Effective: July, 1997

Procedure No. 3357:13-14-072

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INSTRUCTIONS: Use form [14-072a](#) to propose to the Curriculum Committee a change in contact hours, credit hours, or course name for an already existing credit or subsidized course. Also use this form to propose a substantial change in course content and/or catalog description for an already existing credit or subsidized course (a "substantial" change is defined as a change that affects one or more of the following: course content to a significant extent, i.e. 20% or more; college costs, including equipment needs; class maximum size; availability of knowledgeable instructors; the operation of more than one academic department; transferability of courses to other colleges; or articulation with high schools). Catalog and course content changes that are not substantial can be handled through the normal academic channels (program director/department chair, divisional dean, VPL). Also use this form to propose new credit or subsidized courses within existing programs and to delete credit or subsidized courses from existing programs. All items should be completed or marked NA (not applicable). Attach extra paper if needed. Submit the completed form to the Vice President for Learning (T-7).

NOTE - A completed syllabus following the standard college format (see procedure [14-091](#) and form 14-091a.doc) must accompany all proposals for new credit or subsidized courses and all proposals for a 20% or greater content change in a course, except for proposals to create new programs or new majors (these proposals follow a format mandated by the Ohio Board of Regents; syllabi are not required in advance, although their timely development is essential once approval has been granted).

NOTE - As curriculum proposals are developed, please consider the following:

It is recommended that each associate degree program at the college carefully consider implementing the use of prerequisites and/or co-requisites to encourage students to begin their writing courses as early as possible during their time at the college.

Whenever possible, a prerequisite should match the type of writing assigned in the later course (for instance, ENG 202 Research Writing as a prerequisite for a technical course in which a research project is assigned).

As programs decide on specific prerequisite/corequisite requirements, they should keep in mind the effect that DEV courses may have on some students (causing them to move more slowly into advanced courses, for instance).