

Curriculum and Policy Forms Checklist

Access the forms through the “Academic Council Workflow” site on the MyOleMiss online system.

To ADD A COURSE

Step 1: Complete the basic “Course Data” section of the form with the course designator, number, title (keep it to 40 characters), description, and any prerequisite/co-requisite statements. The description should be concise and fit the course no matter which faculty member will teach the course in the future. The prerequisite/co-requisite statements should be put in the text box labeled “Prerequisite, Co-requisite...”

Step 2: The “Related People” section of the form can identify more than one person to associate with the course, but only one CV can be attached. Make sure the CV of the “primary” faculty instructor is attached. The department chairperson may be identified as the contact person.

Step 3: The “Course-Related Information” section of the form must be completed, including the CIP code, grade scale, credit hours, effective semester, location, etc. There may be more than one CIP code per course and the interdisciplinary or cross-listed courses need careful attention to these codes. The effective semester/year should be the next regular semester.

Step 4: Complete the following boxes in the “General Notes” section: “Explanatory Notes,” attach a course syllabus, and departmental approval date. If the course is a 500-level or graduate course there are some required text boxes indicated on the form.

Step 5: Hit the submit button at the bottom of the form.

To CHANGE A COURSE:

Step 1: Find the course in the online system by entering the course designator and number into the search field on the form.

Step 2: Click on the blue underlined “Change” link for the element of the course information that needs to be changed. Write in exactly what the department wants as the new information into the box that pops up. If the change is for a prerequisite or corequisite that does not appear in on the form, then write down the desired change into the “Explanatory Notes” box. If the course change is found in the “Course-Related Information” section of the form (i.e. change in credit hours), then make sure to make the change on the form and write a note in the “Explanatory Notes” box to draw attention to the change.

Step 3: The effective semester/year should be the next regular semester.

Step 4: Make sure that the “Explanatory Notes” box mentions all of the indicated changes as this is the easiest way for the reviewers to figure out what is being changed on the form. Restate what is being changed as well as why these changes are being proposed. Complete the other appropriate “General Notes” section boxes, including the faculty approval date and graduate course information as indicated on the form.

Step 5: Hit the submit button at the bottom of the form.

To DELETE A COURSE:

Step 1: Find the course in the online system by entering the course designator and number into the search field that comes up on the form.

Step 2: Select the appropriate effective semester/year for the deletion. It should be the next regular semester.

Step 3: Add an explanation into the “Explanatory Notes” box and complete the “Other Program Relation” box for graduate courses. In the “Additional Notes” box put the date of faculty approval.

Step 4: Hit the submit button at the bottom of the form.

To CHANGE A REQUIREMENT FOR THE MAJOR:

Select the link for “Change” on the Program of Study section of the Academic Council Workflow main page.

Step 1: Find and select the degree program from the list that appears on the form.

Step 2: Indicate the effective semester/year for these changes. Usually we try to implement changes for the next fall semester if the form has made it through the entire approval process by July. At the bottom of this page (the main page with the degrees offered by the department, admission requirements, etc), there is an “Explanatory Notes” box. Describe completely what elements of the degree program are being changed and why. It is difficult to find what is being changed on this form. Hit “Save” at the bottom

Step 3: Hit the “Program Components” link on the top left of this main degree program page, click “edit” on the appropriate degree/emphasis, and then skim down to the “Program Components” section of this page. Make the changes as desired in the requirements for the major. Hit “Save” at the bottom.

Step 4: Click back to the main/first page for the degree program and hit submit at the bottom.

To CHANGE A REQUIREMENT FOR THE MINOR

Select the form for “Other Request or Information.”

Step 1: Write something like Revision of Minor in X in the “Request Summary” box at the top of the form.

Step 2: Describe the revision and the reason for the revision in the “Description” box.

Step 3: Indicate the effective year/semester on the form. As with changes in the major, we try to implement changes for the next fall semester if the form makes it through the entire approval process by July.

Step 4: Attach a Word document that has the “change” and “to” language as we use in the C&P agenda so that the change is completely clear to the reader.

Step 5: Hit the submit button at the bottom of the form.