

Curriculum Changes

I. Purpose

The purpose of this policy is to clarify instances in which curricular changes must be approved by Instructional Council.

II. Scope

This policy applies to all Dyersburg State Community College (DSCC) courses for which students receive academic credit.

III. Policy

Curriculum changes should be made in consultation with the appropriate faculty, Division Dean, and the Vice President of Academic Affairs and Student Success. Proposed curriculum changes such as those on the list below must be submitted to the Instructional Council.

1. Changes to courses, including:
 - Terminating an existing course
 - Changing an existing course
 - Changing the course title
 - Changing the course number
 - Changing the course description
 - Changing the credit hours
 - Changing the lecture hours
 - Changing the laboratory hours
 - Changing the prerequisites/co-requisites
 - Changing the instructional medium
 - Changing the grade type
 - Changing the learning outcomes (course competencies)
 - Creating a new course
2. Changes to programs, including:
 - Creating a new major, area of emphasis, concentration, or certificate
 - Adding one or more courses to an existing area of emphasis, concentration, or certificate
 - Deleting one or more courses from an existing area of emphasis, concentration, or certificate
 - Terminating a major, area of emphasis, concentration, or certificate
3. Changes other than those for courses or programs of study, including:
 - Admission requirements
 - Additional graduation requirements
 - Additional means of earning credit

The Division Dean is responsible for submitting curriculum change proposals to the Instructional Council in the proper format. Proposed changes approved by the Instructional Council will be forwarded to the Vice President of Academic Affairs and Student Success for review. Once approved, the Instructional Council Chairperson will be notified, and a copy of the approved changes will be sent to the Office of Admissions and Records. Approved changes that need to be in the catalog will be coordinated by the Vice President of Academic Affairs and Student Success in collaboration with the President and other Vice Presidents.

IV. Compliance

All full-time and adjunct faculty teaching courses for which students receive academic credit must adhere to this policy.

V. Definitions

VI. Revision History

Policy written May, 2005; revision approved February 22, 2013; second revision approved by Administrative Council on July 22, 2014; approved by Administrative Council on 02/23/2023. Reviewed and approved by Administrative Council on April 24, 2025.