**Addition and Deletion of Courses Policy**

Faculty members are encouraged to give regular attention to the University’s curriculum and the course work required for each program of study. Courses listed in the University’s catalog may be modified, deleted, or new courses added when the following steps are pursued. All suggested course modifications, etc. should be channeled through the respective Department Chair who will then present them to the Academic Council Committee. This is typically completed in conjunction with a program review. The recommendation of the Academic/Graduate Council will then be sent to the Provost & Vice-President of Academic Affairs for approval and notification sent to the registrar.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 4.04.4  
Policy Revised: 8/2/15 language amendment to include program review language and clarification of VPAA approval*.