

13.03 The Curricular Process

13.03.01 Course Development

The primary responsibility for course development rests with individual faculty working within the departments. Proposed courses are, however, reviewed by the entire departmental faculty, the curriculum committee of the college and other affected approving bodies. Review committees such as the Liberal Studies Committee, the Teacher Education Council, and the Graduate Council may be involved in the review process. (See curriculum revision process). All new course proposals must be accompanied by a syllabus and a course description of no more than 25 words.

13.03.02 Course Syllabi For Course Proposals

All faculty are expected to develop and update each syllabi for their courses. Copies of syllabi must be on file in the department office.

Students should receive a course syllabus at the beginning of each course. At a minimum, syllabi should include the following:

1. Course purposes and content should be clearly stated. Course goals and objectives should be listed as well as Liberal Studies objectives for the specific liberal studies requirement as appropriate
2. Course requirements should be clearly stated. These typically include such things as assignments, exams, projects, attendance policies, and deadlines if possible.
3. Procedures used to evaluate student work should be delineated. Descriptions of the frequency and format of evaluations are helpful.
4. Calendars or schedules of course activities/topics are also recommended, but these should be followed flexibly.
5. Accommodations for Students with Disabilities:

Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities. Students who require disability services or reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services. All information is confidential. Please contact Disability Services for more information at (828) 227-2716, lalexis@wcu.edu or 144 Killian Annex.

Academic Assistance Outside of Class:

The Academic Success Centers (ASC) promotes intentional learning by providing opportunities for students to engage with course content outside of class. Under the guidance of trained peer tutors who have been selected based on their academic achievements and their willingness to assist others, the ASC help students to make connections among course materials, solve problems, and communicate effectively with faculty and peers. Students are encouraged to maximize their potential as learners by taking advantage of the free services provided by each of these centers: University Writing Center (<http://writingcenter.wcu.edu>, 227-7197), Mathematics

Tutoring Center (<http://mathlab.wcu.edu>, 227-3830), Catamount Academic Tutoring (CAT) Center (<http://catcenter.wcu.edu>, 227-2274).

Grading and Quality Point System*

Grade	Interpretation	Quality Points per Semester Hour	Grade	Interpretation	Quality Points per Semester
A+ & A	Excellent	4.0	I	Incomplete	--
A-		3.67	IP	In Progress	--
B+	Good	3.33	S	Satisfactory	--
B		3.0	U	Unsatisfactory	--
B-		2.67	W	Withdrawal	--
C+		2.33	AU	Audit	--
C	Satisfactory	2.0	NC	No Credit	--
C-		1.67			
D+	Poor	1.33			
D		1.0			
D-		.67			
F	Failure	0			

*See Graduate Catalog for the graduate level grading system.

The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F indicate gradations in quality from Excellent to Failure. Please note that a C- grade is less than satisfactory and may not meet particular program and/or course requirements.

Students must be familiar with the class attendance, withdrawal, and drop-add policies and procedures.

Grade Replacement and Course Repeat Policy.

A maximum of 15 credit hours may be repeated. When a student repeats a course, only the most recent grade will be used in calculation of the student's grade point average and counted in the hours toward graduation. However, all grades shall remain on the student's transcript.

Exceptions:

1. The First Year Seminar may not be repeated.
2. Courses available for re-enrollment for additional credit are not counted as repeats unless the student declares a repeat or exceeds the number of times for which credit can be earned in the course.
3. Some academic programs may have policies that further regulate the number of repeats. Check with your advisor.

The 15 credit hour limit of the repeat/grade replacement policy may be appealed by the student in writing to the student's adviser, department head or program director, and Dean.

Note:

1. All course repeats, except courses available for re-enrollment for additional credit, require a permit for enrollment. *If a faculty advisor approves the repeat permit, he/she can call or email the department head to have the permit entered in Banner so the student can enroll. **DO NOT SEND STUDENTS TO THE ONESTOP FOR REPEAT PERMITS. ONESTOP PERSONNEL DO NOT HAVE THE AUTHORITY TO GRANT REPEAT PERMITS.***
2. All repeats, except for re-enrollment for additional credit courses, result in a mandatory grade replacement. *(The last course taken replaces the grade of the previous course.)*

Note: Pursuant to actions of the North Carolina General Assembly and policy adopted by the Board of Governors of the University of North Carolina, a twenty-five percent tuition surcharge applies to students who take more than 140 semester hours and more than eight regular semesters (i.e., fall and spring) to complete a baccalaureate degree. The semester hours used to calculate the total of 140 hours include repeated, failed, dropped (i.e., Ws) and transferred credit courses.

Composition-Condition Marks. A student whose written work in any course fails to meet acceptable standards will be assigned a composition-condition (CC) mark by the instructor on the final grade report. All undergraduates who receive two CC grades prior to the semester in which they complete 110 hours at Western Carolina University are so notified by the registrar and are required to pass English 300 or English 401 before they will be eligible for graduation. This course must be taken within two semesters of receiving the second CC and must be passed with a grade of C (2.0) or better.

Suggested Course Syllabus Format

Western Carolina University

Department of _____ Course No. _____

Title of Course: _____

Course Number: _____

Instructor: _____

- I. Catalog Description and Credit Hours
- II. Prerequisites or Co-requisites
- III. Purposes or Objectives
- IV. Faculty Expectations of Students (e.g., attendance, class preparation, etc.)
- V. Course Content or Outline
- VI. Textbook(s) and/or Other Required Materials or Equipment
- VII. Grading Scale and Basis for Student Evaluation.
- VIII. Accommodations for Disabled Students
Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities. Students who require disability services or reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services. All information is confidential. Please contact Disability Services for more information at (828) 227-2716.
- IX. Statement concerning availability of Academic Success Centers
- X. CoursEval dates of opportunity