

## Adding or Dropping Required Courses in a Degree Program

Adding or dropping **required** courses for a particular degree plan or subplan **will result in the establishment of new requirements** and therefore such a revision will require the creation of a new degree key/audit. Students in the current degree key for that plan or subplan will not be affected by the revisions and will be permitted to remain in their current degree key.

### Required Documentation

#### *Curriculum Action Memorandum addressed to (UCCC) to include:*

- Title, SIS code (ex: 13SCIEDBS) and Term date(s) (ex: Sum2, 09) of the plan(s) and/or subplan(s) affected
- List the revision(s) being proposed and reason for each revision
- Indicate the title or other identifier for the requirement group in the Degree Audit that is being revised.
- The impact of the revision on other departments/programs, include consultation correspondence as applicable
- Statement on how the revision will impact current students in the program. If no impact, please state.
- Proposed effective date for revision

### Attachments

- Current 8-semester display for the curriculum being revised marking the needed revisions in red/highlight on the display and if applicable, in the footnotes. (See [Semester-by-Semester](#) plans) If revisions are significant, prepare a new 8-semester display incorporating the revisions needed using [Format A](#) and proposed list of revised requirements using [Format B](#) and submit as a Word document.
- [Consultation](#) correspondence if the revision impacts other departments or programs (ex: If the course being dropped/added is outside of the program's college.)
- Signature page (If the curriculum is jointly administered between two or more colleges, the signatures of the other College(s) must be represented on the signature page.)

### Considerations when revising:

- If a **new course is being added and has pre-requisite or co-requisite** course, the pre-req/co-req course(s) will need to be included in the requirements for the program.
- Footnotes in the 8-semester display should be updated as needed.

### Approval Process

Upon completion of the above documentation and with the signature of the Head of the department or program, the action should be submitted to your College Liaison for approval by the College Course and Curriculum Committee and Dean. Upon approval at the college level, the College Liaison will send the action to the Office of Undergraduate Courses and Curricula (OUCC) in DASA for placement on the UCCC agenda.

If approved by UCCC, the UCCC Chair and the Dean for Academic Programs & Services (APS) signs and t



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he action is sent to Registration and Records for implementation. If the action is approved pending revision, the UCCC Chair will sign and the UCCC representative from your college will contact the appropriate person(s) to submit the needed revision. Once the revision is received by the OUCC, the action will be signed by the Dean for APS and sent to Registration and Records for implementation.