Instructions for Course Changes/Additions/Deletions to the Undergraduate and Graduate Catalogs
Last revised: November 6, 2013

(Thanks to Robbie Ethridge for creating these instructions!)

1. This must be done through the Academic Council Workflow on-line submission process. This is in the MyOleMiss system, under the tab Employee>Administration. However, faculty members do not have access to this, so either Evelyn or Kirsten needs to submit this information for you.

2. To help facilitate Evelyn or Kirsten entering this information, you should fill out one of the following templates: Academic Council Workflow Course Changes, Academic Council Workflow Course Addition, and Academic Council Workflow Course Deletion. (see below for attached templates with these titles or ask Evelyn for the templates). All of the forms ask for some basic information, but each is also specific to a course addition, deletion, or change. Below are some helpful hints in filling out these forms.

3. School: College of Liberal Arts

4. Department: Sociology and Anthropology

5. Course Data for Changing a Course:
   a. Course—enter the prefix and the number, i.e. Anth 101, Soc 101
   b. Course Title—enter the current course title
   c. Course Title, change—enter the new title
   d. Course description—enter the new course description (approx. 100 words)
   e. Pre-requisites, co-requisite, cross-listed courses, and rules—enter any pre-requisites, i.e. Successful completion of DS 097, if required, any cross listings, etc.

Course Data for Adding a Course:
   a. Course Prefix, i.e. ANTH or SOC, and Number, i.e. 101
   b. Course Title: Enter the title of the course, limited to 40 characters.
   c. Course Description: Enter a brief description of the course (approx. 100 words)
   d. Pre-requisites, co-requisite, cross-listed courses, and rules—enter any pre-requisites, i.e. Successful completion of DS 097, if required, any cross listings, etc.

Course Data for Deleting a Course:
   a. Course Name: Enter the prefix and number of the course, i.e. Anth 101, Soc 101
   b. Course Title: NA/This should come up automatically when Evelyn enters the Course Name.
   c. Course Description: NA/This should come up automatically when Evelyn enters the Course Name.
   d. Pre-requisite, co-requisite, Cross-listed Courses, and Rules: NA/This should come up automatically when Evelyn enters the Course Name.
   e. skip to numbers 11, 12, and 15a and 15e below.

6. Related People
   a. Possible Instructor: enter name of possible instructor, i.e. your name
   b. Contacts: Enter name of person who can answer questions about this course, i.e. your name
   c. Resume: CV is required for graduate courses. Send Evelyn a PDF of your
current CV when you submit this document to her.

7. CIP Discipline Code: Evelyn will enter this

8. Instruction Type: This is a pop-up menu, choose the instruction type for your course.

9. Minimum and Maximum Credit Hours: Typically this is 3 minimum and 3 maximum, but obviously this can vary, i.e. field schools usually have a maximum of 6 credit hours.

10. Grading System: Another pop-up menu, choose the grading system for your course, i.e. AB+-

11. Effective Academic Year: Another pop-up menu. Choose the academic year you’d like the change to occur. This is typically the next semester or next academic year.

12. Effective Semester: Choose the semester you’d like the change to occur.

13. Location: Designate which campus (es) at which the course will be taught.

14. Instruction Mode: Designate which mode, i.e. traditional, online, etc.

15. General Notes:
   a. Explanatory Notes–this is a short explanation on the nature and level of the course and its relation to the present curriculum. This does not need to be detailed, but a brief explanation.
   b. Extensive Course Syllabus–send Evelyn a PDF of a course syllabus for the course when you submit this form to her.
   c. Notes for a 500-level course–these are courses that have both undergraduates and graduates in them. If this is a 500-level course you must designate how the requirements, learning objectives, and assessment will differ between undergrads and grad students.
   d. Notes for a 500-700 level course–these are for grad courses only, but you must designate how this course will foster independent learning and enable grad students to contribute to the field, i.e. it is a seminar course designed to promote independent and critical analysis of scholarly material and fosters oral arguments defending one’s position.
e. Course Approval/Deletion Information: All course additions, changes, and deletions must be approved by a majority of the faculty. (Graduate courses must be approved by a majority of the graduate faculty). In most cases we will try to take the faculty vote at monthly faculty meetings. If an email vote is needed, Kirsten will coordinate that by sending a brief email with faculty information proposing the course addition, change, or deletion along with a syllabus.

f. Additional Notes: This is a space to add anything that you think the curriculum and policy committee needs to know that is not already included on the form.
Please provide the appropriate course information and submit your request. Course prefix, number, title, description and explanatory notes are required information.

**Course Data**

<table>
<thead>
<tr>
<th>School:</th>
<th>COLLEGE OF LIBERAL ARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>SOCIOLOGY &amp; AN'</td>
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</tbody>
</table>

### Course Prefix and Number:
(Example: Prefix: Edci, Number: 352)

### Course Title:
(Example: Structural Design I. Limit to 40 characters.)

### Course Description:

### Pre-requisite, Co-requisite, Cross-listed Courses, and Rules:

### Related People

**Possible Instructor(s):**
Last, First Middle
Enter Last, First Middle (Note: Please type slowly)

**Contact(s):**
Last, First Middle
Enter Last, First Middle (Note: Please type slowly)

Instructor’s Resume: (Attach)

Course-Related Information

CIP Discipline Code: (Lookup)

Instruction Type: Lecture

Minimum and Maximum Credit Hours: 3 - 3

Grading System: AB+-

Effective Academic Year: 2013-2014

Effective Semester: Fall Semester

Location(s): Oxford

Booneville
DeSoto
Grenada
Jackson
Tupelo
Online

Instruction Mode(s): Traditional

Interactive or Compressed Video
Online, Internet, or Web-based
Other Distance Learning

General Notes

Explanatory Notes:
Provide explanatory notes on the nature and level of the course and its relation to the present curriculum in the department.

Extensive Course Syllabus: (Attach)

1) Information about goals and requirements;
2) Nature of course content;
3) Instructor's office hours, phone number, e-mail.

Notes for a 500 Level Course:

Define different requirements and learning objectives for graduate and undergraduate students (for 500 level courses only).

Notes for a 500-700 Level Course:

How does the course foster independent learning, enabling a graduate to contribute to a profession or field of study (for 500-700 level courses only)?

Course Approval Information:

Comment whether the course has been approved by a majority vote of the department's graduate faculty for inclusion in the
If the proposed course is to be taught off-campus and/or will involve a significant degree of technology-based instruction (e.g., Internet, CD-ROM or other electronic media, compressed video, etc.), this request form will be directed by the Graduate School to the External Academic Affairs committee for review and recommendation before consideration by the Graduate Council. For information regarding evaluation criteria for such courses, see the Policies on Distance Education and Off-Campus Programs.
Please provide the appropriate course information and submit your request. Course prefix, number, title and explanatory notes are required information.

**Course Data**

*Course: Anth 101

The course prefix and the number will act as a handle for Graduate, Undergraduate, and Academic Council members.

**Change Course:**

* Course Title: Introductory Cultural Anthropology

* Course Description: Change

Enter the course description as it should appear in the Catalog or Online Course Search. Include information about pre- and co-requisites and crosslistings in this box.

Anthropology is the holistic study of human life throughout time and across the world. This course focuses on the cultural characteristics of human groups that are examined through ethnology, linguistic anthropology, and related subfields.

Pre-requisite, Co-requisite, Cross-listed Courses, and Rules: Change

This box is used to explain any complicated relationships involving pre- and co-requisites and crosslistings and any other situation requiring special implementation. The explanation in this box is used by IT personnel to set up the programming logic. Text in this box is not published in the Catalog.

Successful completion of DS 097, if required.

**Related People**

Possible Instructor(s): Last, First Middle

Enter Last, First Middle (Note: Please type slowly)
Contact(s): Last, First Middle
Enter Last, First Middle (Note: Please type slowly)

Contacts are the persons capable of responding to the specific questions about this course.

Instructor's Resume: (Attach)

The instructor's resume is required for graduate level courses.

Course-Related Information

CIP Discipline Code: (Lookup)
450201
Remove

Primary Discipline Code

The discipline code can be up to 6 characters but you should omit any periods. You should designate one primary discipline code for this course.

Instruction Type:

Minimum and Maximum Credit Hours: 3, 3

Grading System: AB+-

Effective Academic Year: 2013-2014

Effective Semester: Fall Semester

Location(s): Oxford, Booneville, DeSoto
Location refers to the location of intended delivery. More than one location may be checked.

**Instruction Mode(s):**
- Traditional
- Interactive or Compressed Video
- Online, Internet, or Web-based
- Other Distance Learning

**General Notes**

*Explanatory Notes:*

Provide explanatory notes on the nature and level of the course and its relation to the present curriculum in the department.

**Extensive Course Syllabus:**

1) Information about goals and requirements;
2) Nature of course content;
3) Instructor's office hours, phone number, e-mail.

**Notes for a 500 Level Course:**

Define different requirements and learning objectives for graduate and undergraduate students (for 500 level courses only).
Notes for a 500-700 Level Course:

How does the course foster independent learning, enabling a graduate to contribute to a profession or field of study (for 500-700 level courses only)?

Course Approval Information:

Comment whether the course has been approved by a majority vote of the department's graduate faculty for inclusion in the graduate curriculum.

Additional Notes:

Provide any additional notes.

If the proposed course is to be taught off-campus and/or will involve a significant degree of technology-based instruction (e.g., Internet, CD-ROM or other electronic media, compressed video, etc.), this request form will be directed by the Graduate School to the External Academic Affairs committee for review and recommendation before consideration by the Graduate Council. For information regarding evaluation criteria for such courses, see the Policies on Distance Education and Off-Campus Programs.
Please provide the appropriate course information and submit your request.

**School:** COLLEGE OF LIBERAL ARTS

**Department:** SOCIOLOGY & ANTHROPOLOGY

### Course Data

**Course Name:** Anth 102

Delete Course: Anth

**Course Title:** Intro to Archaeology

**Course Description:**

Pre-requisite, Co-requisite, Cross-listed Courses, and Rules

### Course-Related Information

**Effective Academic Year:** 2013-2014

**Effective Semester:** Fall Semester

### General Notes

*Explanatory Notes:

Explain the proposed course deletion.

*Other Program Relation:
If this course has been used in the curriculum of any graduate programs outside the department, describe these relationships.

Has the proposed deletion been approved by a majority of the department’s faculty?

- [ ] Yes
- [x] No

Additional Notes:

Provide any additional notes.