

**School of Communications and Theater (SCT)**  
**Instructions for Establishing, Terminating, or Revising a Course**  
**(November 3, 2009)**

All changes, modifications, and deletions for any course in SCT will go through the following process:

1. The department will complete a package that includes:
  - a. **The OPI-6 and the Course Inventory Update forms.** The forms are available at: <http://www.temple.edu/vpus/forms/index.htm>.
    - i. The OPI-6 form requires a course description for the university catalog. Please refer to the course catalog to see examples of these descriptions.
    - ii. The OPI-6 form also requires a syllabus (graduate courses only) or statement of educational objectives of new course and/or rationale for changes to existing courses.
  - b. **The SCT Form for Establishing, Terminating, or Revising a Course.**
    - i. The department will complete the first box, and the department chair will sign this form.
2. For undergraduate courses, the package will be sent to the Assistant Dean of Student Affairs. The Assistant Dean will sign off in the second box of SCT Form and indicate whether the proposed changes will affect students' progress through the major. The Assistant Dean will send the package to the chairperson of the SCT Faculty Council.
  - a. Graduate proposals will be sent directly to the chairperson of the SCT Faculty Council. A complete syllabus must accompany each graduate proposal.
3. Upon the course's approval by the SCT Faculty Council, the chairperson of the SCT Faculty Council will sign the third box of the SCT Form.
4. The chairperson of the SCT Faculty Council will send the package to the Senior Associate Dean. The Senior Associate Dean will sign off on the Course Inventory Update and the OPI-6 forms, then have them delivered to the Provost's Office. The SCT Director of Faculty and Academic Affairs will maintain the SCT Form for the School's records.