



Proposal to Curriculum Committee/Graduate Council For New Courses and Modification to Existing Courses

All proposed modifications of undergraduate and/or graduate courses, except for minor changes, must be reviewed by the Curriculum Committee or the Graduate Council, as appropriate. Modifications that affect more than one department or program must carry all appropriate departmental signatures.

Minor changes to undergraduate and/or graduate courses, including, but not limited to, scheduling or editorial changes in title or description, should be submitted for informational purposes to the Curriculum Committee and/or the Graduate Council as a list over the signature of the department chairperson or program director.

1. Department/Program: _____
2. Contact person (if other than Department chair): _____
3. Is this a proposal for a new course? Yes No

If yes, please attach a syllabus that includes the course objectives, the course requirements, the grading criteria, the recommended texts and required reading, and the topic outline.

If No, note here the course number and Catalog page: _____

If No, indicate the changes being proposed. Please "X" all that apply:

Title	Prerequisites	Prefix	Description
Course Number	Deletion	Number of credits	Other

4. How many credits will be awarded for this course? 1 2 3 4. If the course is being changed from 3-credits to 4-credits, please justify this change.

5. Please give the following information as you wish it to appear in the Catalog:

Prefix and level (e.g., ENGL 2XX, etc.): _____

Title: _____

Title for Transcript (20 character/space limit or less): _____

Prerequisites (courses numbered 300 and above should have prerequisites)

Description (as it will appear in the next Catalog):

6. **What is the rationale for this change and how does it relate to department/program and/or College goals?**

7. **If this is an undergraduate course, will this course satisfy Core Curriculum requirements?**

Yes No

If yes, you must also fill out the Addendum to Curriculum Materials – Evaluation of Core Courses.

8. **Is this a double-numbered course?** Yes No

If yes, provide distinct course requirements and performance expectations for undergraduate students enrolled in the course.

If yes, provide the distinct course requirements and performance expectations for graduate students enrolled in the course.

9. **Semester/year offered:** Starting year: 20_____ Semester: _____

Credit type: (e.g., S/U, letter grade) _____

Special fee: _____ **Enrollment limit:** _____

How frequently will the course be offered? _____

10. How will the proposed change affect the 3-year course projections your department/program submitted?

11. What additional resources (faculty, course contracts, equipment, supplies, facilities, transportation, library resources) will be required to offer the course according to the schedule planned?

12. Please list all major or minor programs that require or recommend this course. Indicate their response to this proposal.

This proposal has been discussed with all departments or programs affected, unless otherwise noted, as indicated by the signatures below. It is the responsibility of the party submitting the proposal to include all comments from the affected departments or programs concerning the proposal. The party submitting the proposal should provide information regarding how these concerns might be addressed.

Signature of Department Chairperson(s):

Date: _____

Date: _____

Signature of Program Director(s), if applicable:

Date: _____

Date: _____

Proposals for Graduate Courses must be approved by the Dean of the Graduate School.

Signature of the Dean of the Graduate School:

Date: _____

Proposals involving personnel, enrollment, or budgetary implications must be approved by the Provost, whose signature below indicates approval on those grounds.

Signature of the Provost and Vice President of Academic Affairs:

Date: _____

Please submit one electronic copy of this form (and syllabus, if required) to the Secretary of the Curriculum Committee for undergraduate courses, to the Dean of the Graduate School for the graduate courses, and to both for double numbered courses. Also submit a signed copy to the Secretary and/or Dean, as appropriate.