



Proposal to Curriculum Committee/Graduate Council Request for New Courses and Modifications 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 (i.e. if the course is required or a prerequisite for a program requirement) must carry all appropriate departmental signatures/approvals.

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.

Graduate Courses: Changes to prerequisites, changes to course titles, deactivating courses are approved by the dean of the Graduate School and presented as FYI announcement to Graduate Council.

The Hood College Catalog is updated prior to the start of each academic year and cannot be changed in midyear. Any of the following measures can only take effect at the start of the Fall Semester:

- Change of course prefix
- Change of course title
- Approval of a new permanent course
- Change of major or graduate program requirements
- Change of course description
- Change of course prerequisite

Requests or proposals for any of the above must be submitted to the Curriculum Committee or Graduate Council no later than the end of the second full week of classes of the Spring Semester in order to be included in the following academic year's catalog. The Committee and Council recognize that there may be extenuating circumstances that may warrant an exception.

Proposals for Special Topics courses that do not fulfill the requirements of the Core Curriculum, departmental major or graduate program may be submitted by the end of the second full week of classes of the Fall Semester to be offered in the subsequent Spring Semester.

Please submit one electronic copy of this form (and syllabus, if required) to the Secretary of the Curriculum Committee or Assistant to the Provost 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.

Department/Program:

Contact Person:

New Course Proposal Section

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

1. Course prefix and level (e.g., ENGL XXX, etc.): _____
2. Transcript Title (20 character/space limit or less): _____
3. Long Title (40 character/space limit or less): _____
4. How many credits: _____
5. Credit/Grade Type: _____ S/U _____ Letter Grade _____ Developmental
6. Enrollment Limit (include brief justification if lower than 15): _____

7. Subtype (choose one that applies):

<input type="checkbox"/> Ensemble	<input type="checkbox"/> Field Work	<input type="checkbox"/> Honors	<input type="checkbox"/> Independent Study
<input type="checkbox"/> Internship	<input type="checkbox"/> Lab	<input type="checkbox"/> Lecture	<input type="checkbox"/> Lecture/Lab
<input type="checkbox"/> Lecture/Studio	<input type="checkbox"/> PE Activity	<input type="checkbox"/> Practicum	<input type="checkbox"/> Seminar
<input type="checkbox"/> Thesis			

8. Prerequisites (300-400 level courses should have prerequisites; list any minimum grade requirements if applicable):

9. Co-requisites, if applicable:

10. Course description (as it will appear in the next academic catalog):

11. Does this fulfill undergraduate Core Curriculum requirements (if yes, the Addendum to Curriculum Materials-Evaluation of Core Courses is also required): _____ YES _____ NO

12. Is this course cross-listed with another course: _____YES _____NO

Cross-listing can occur at the 400/500, 500/500 or 500/600 level

If yes, please indicate the following:

Indicate other course prefix and number:

For 400/500 level cross-listing, provide distinct course requirements and performance expectations for undergraduate students enrolled in the course:

13. Starting Term and Year:

14. Term Offering:

_____As Needed _____Fall & Spring _____Fall, Spring & Summer _____Summer and/or Winter
_____Fall _____Spring _____Fall or Spring _____Summer
_____Winter _____Fall and/or Summer _____Spring and/or Summer

15. Frequency Offering: _____Annually _____Odd Years _____Even Years

16. Special/Lab Fees:

17. List all major, minor or other programs that require or recommend this course, and indicate the responses of those departments in the response:

Existing Course Modifications Section

Provide existing course number:

For modifications to existing coursework, indicate the changes being proposed. Check all that apply and complete the relevant information:

1. _____ Title

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

Long Title (40 character/space limit or less):

2. _____ Course Number to change to (prefix remains the same):

3. _____ Prefix to change to:

4. _____ Number of credits:

5. _____ Credit/Grade Type: Change from: _____ Change to: _____

6. _____ Prerequisites (list any minimum grade requirements if applicable):

7. _____ Co-requisites, if applicable:

8. _____ Description:

9. _____ Deactivate and remove from catalog

10. _____ Subtype (see new course section for options):

11. _____ Term Offering:

_____ As Needed _____ Fall & Spring _____ Fall, Spring & Summer _____ Summer and/or Winter

_____ Fall _____ Spring _____ Fall or Spring _____ Summer

_____ Winter _____ Fall and/or Summer _____ Spring and/or Summer

12. _____ Frequency Offering: _____ Annually _____ Odd Years _____ Even Years

Identify other impacted courses or programs. To identify other areas, please use the search feature in the academic catalog. This step is necessary and required to ensure all changes are made to the appropriate areas.

General Questions for new or modifications

1. What is the rationale for this change and how does it relate to department/program and/or College goals?
2. How will the proposed change affect the 3-year course projections your department/program submitted (e.g. availability of other required courses, achieving minimal enrollments, etc.)?
3. What additional resources will be required to offer the course according to the schedule planned (adjunct contract(s), new faculty, teaching load, equipment, supplies, facilities, transportation, library resources)?

This proposal has been discussed with all departments or programs impacted, 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 impacted departments or programs concerning the proposal. The party submitting the proposal should provide information regarding how these concerns might be addressed.

Please consider how this request will impact the following:

- a. If undergraduate, Core Curriculum
- b. Prerequisites for other courses
- c. Course used across multiple programs and may affect curricular requirements and degree progression

Signature of all Department Chairperson(s) impacted by this proposal:

Date: _____

Date: _____

Signature of all Program Director(s), if applicable, impacted by this proposal:

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 limitations, 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: _____