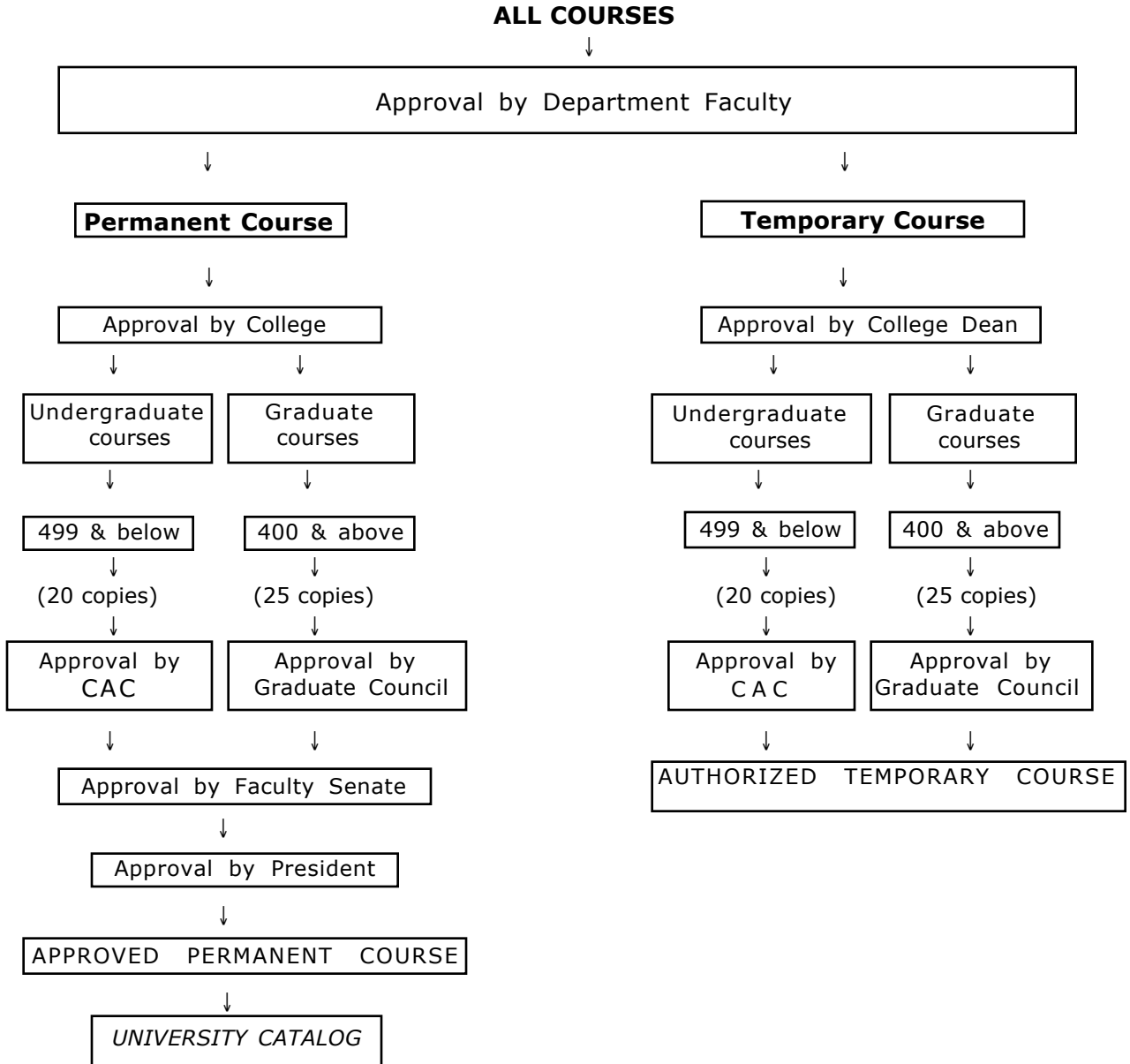


**APPENDIX E SPECIFIC PROCEDURES FOR PROCESSING CURRICULAR MATERIALS**

**I. Procedures for all new courses:**

A. Routing of all new course proposals:



B. Information required for approval of all new courses (permanent or temporary):

Use the Course Proposal Form, filling in the following information:

1. Action: Add New Course.
2. Course Code (3 letter code and number).
3. Course Title (no more than 50 characters) Abbreviated Title (Preferred 21-character abbreviation for transcript).

4. Description (30 words or less, exactly as it will appear in catalog).
5. Prerequisite.
6. Number of Credits.
7. Type of Credits.
8. Grading Method.
9.
  - a. Course Term (I, II and/or SS).
  - b. Term of First Offering.
  - c. Term of Final Offering (for Temporary - 2-year limit).
10. Type of course.
11. Method of Instruction (check one or write on line).
12. Restriction.
13. Other Course Codes Used for Cross-listed Offerings.
14. College(s).
15. Department(s).
16. Instructor(s).
17. Expected number of Registrants.
18. Additional Information to be provided to Curriculum Committees:
  - a. On a separate sheet of paper, provide the following information:
    1. A rationale for proposal or changes:
    2. The immediate and future effects on staff and/or facilities (including Library Impact Statement and statement on computer facilities);
    3. The extent to which the proposed course overlaps any existing courses within the University (provide statements from other departments);
    4. The place of this course in the curriculum (e.g. elective, requirement, change in degree requirement);
    5. Other curriculums affected by this change.
  - b. Attach a syllabus or outline of the course.
19. Authorization (appropriate signatures and dates).

## **II. Procedures for Major Changes:**

A. Routing is the same as for all new courses (see I, A).

B. Types of major changes and specific procedures for each:

### 1. Changes in Existing Courses

Use the course proposal form, leaving blank spaces wherever there is no change.

### 2. Deleted Courses

- a. Use the course proposal form, filling in the following information:
  1. Action: course deletion;
  2. Course Code;
  3. Course Title;
  4. Term of Final Offering (item 9 c).
- b. Give reason for deletion.
- c. Note if deletion is contingent upon approval of another course.
- d. If course is cross-listed, provide a written statement as to the wishes of the other department(s).

NOTE: the code and number of a deleted course may not be re-used before four academic years have elapsed.

3. Changes in Curriculum
  - a. Give a brief explanation of reason for changes.
  - b. Summarize changes.
  - c. Provide copies of the revised curriculum.
- C. Authorization required before a new course may be scheduled.
  1. Courses submitted to the Office of Enrollment Services for scheduling must be certified by the department chairperson via the academic dean as being permanently approved or authorized temporary courses.
  2. For each course not listed in the latest issue of the *University Catalog*, the Office of Enrollment Services must receive proof of approval in the form of a copy of the appropriate Faculty Senate Bill, a completed course proposal form or equivalent verification.
- D. Additional Procedures for Open-ended, Temporary and Intensive Short Courses.
  1. Open-ended (for definition, see Section 8.80.11).
    - a. Initially proposed open-ended courses must follow procedures outlined in A, B, and C above.
    - b. Each time a specific topic is introduced the steps outlined below must be followed:
      - 1) Topic content is discussed and approved in a department meeting.
      - 2) Copy of title, subtitle, credits and description is forwarded for schedule authorization to the Office of Enrollment Services via the dean of the college in which the department resides. The dean's authorization shall ensure that no overlap exists between specific topics and existing courses.
    - c. A specific topic within an open-ended course may be offered three times. After the third offering the topic must be approved through the appropriate channels as either a permanent course or as a permanent topic within an open-ended course and included in the *University Catalog*.
  2. Temporary - indicated by the suffix "X" (for definition, see Section 8.81.30). MAY BE TAUGHT TWICE WITHIN TWO SUCCESSIVE YEARS.
    - a. Follow procedures outlined in A, B, and C above, with the addition of a rationale for temporary designation (see 8.81.30).
    - b. Description is published to allow for faculty comments.

EXCEPTION: Approval not required for one-credit temporary University College mini courses taught during the fall or spring semesters.

3. Intensive Short Courses: Special justification must be provided as indicated below for courses which would exceed the normal maximum rate at which academic credit may be earned (see 8.32.10 - 8.32.13).
  - a. Proposed New Courses (in addition to procedures outlined in A, B and C): Special justification to the Curricular Affairs Committee and/or Graduate Council.
  - b. Existing Courses to be taught during the academic year: Special justification to the Curricular Affairs Committee and/or the Graduate Council before they may be scheduled.
  - c. Existing Courses to be taught during the summer: Special justification to the Vice Provost for Urban Programs before they may be scheduled.

### **III. Procedures for Informational Changes:**

- A. Routing is the same as for all new courses (see I, A) except that Faculty Senate and Presidential approval is not required. These changes are forwarded by the Faculty Senate Curricular Affairs Committee and/or the Graduate Council to the Faculty Senate and President for informational purposes only.
- B. A rationale for the change is the only background material required.
- C. Types of informational changes:
  1. Change in number at same level. (If level is changed, Senate approval is required, see II, B, 1.)
  2. Change in title, if minor. (If major, Senate approval is required, see II, B, 1.)
  3. Change in description, if minor only. (If major, Senate approval is required, see II, B, 1.)
  4. Change in prerequisite (check with departments affected).
  5. Cross-listing of approved course with another department.
  6. Change in grading method or method of instruction.

### **IV. Procedures for Editorial Changes:**

- A. Reported by department chairperson directly to the Secretary of the Faculty Senate Curricular Affairs Committee with copies to Office of Enrollment Services and Catalog Editor for inclusion in "Courses of Instruction" Section and to the Dean for inclusion in the curriculum section of the *University Catalog*.
- B. Types of Changes considered editorial:
  1. Minor corrections in spelling or grammar in course descriptions or titles.
  2. Approved changes in subtitles for open-ended courses (see I, D, 1, b).
  3. Changes in alternate year courses.