Guidelines for Proper Formatting of Request for Curriculum Action Proposals

In order to standardize the curriculum change process as much as possible, proposals are to conform as closely as possible to these guidelines prior to final signature by the Graduate Council Chair. Proposals not closely following these guidelines will be returned to the originating party for revisions.

**NATURE OF CHANGE**

Nature of Change is the specific, concise, and complete curriculum change action.

All sentences should start with one of the following verbs: Add, Change, Create, Delete, or Remove. These actions can be combined, and multiple curriculum items can be operated on by a single action.

*Examples (underscoring used only for emphasis here):*

A. **Create** and **add** GEOS 525 WHOLE EARTH GEOCHEMISTRY to the MS Geology degree requirements.

B. **Change** title and course description for EMBA 523 INTRODUCING NEW PRODUCTS AND SERVICES.

C. **Delete** ANTH 505 QUALITATIVE METHODS IN ANTHROPOLOGY from the M.A. degree requirements.

D. **Remove** ED-CIFS 521 EARLY CHILDHOOD from the M.A. in Education, Curriculum and Instruction degree requirements.

E. **Delete** and **remove** ED-CIFS 503 ASSESSMENT FOR K-3 PROGRAM PLANNING from catalog.

*Note: Course number and title in** BOLD UPPERCASE **

**CURRENT CATALOG STATEMENT**

Current Catalog Statement must be electronically “pasted” in this section, contact Mark Damm in the Registrar’s Office for the current catalog statement.

If a new course is being proposed, then N/A is the appropriate designation for this section.

If the proposed change will alter any portion of the Box of Required Courses and Credits, the current Box of Required Courses and Credits must be included as an attachment.

*Example:*

Note: **Course Number and Title in Bold & Uppercase**

GEOL 525 WHOLE EARTH GEOCHEMISTRY (3-0-3) (F/S). Basic tools and topics of modern geochemistry with an emphasis on solid-earth applications. Essentials of thermodynamics, kinetics, radiogenic and stable isotopes, and trace element chemistry necessary to study Earth processes in the crust, mantle, hydrosphere and atmosphere. **PREREQ: PERM/INST.**

Left justified Description is **Brief and Concise** with limited use of articles.

**CREDITS**

– (3-0-3) a 3-hour lecture class carrying 3 credits (face-to-face, on-line, or hybred)

– (3-4-5) a 3-hour lecture class with a corresponding 4-hour laboratory class, carrying 5 credits

**PROPOSED CATALOG STATEMENT**

This statement is to be submitted AS IT WILL APPEAR IN THE CATALOG (i.e., copy ready). New or changed course descriptions should be brief and concise.

If an existing course is being modified, the Proposed Catalog Statement should be a duplicate of the Current Statement with ALL the changes and ONLY the changes listed in “Nature of Change” (e.g., co- and prerequisites, course descriptions, semester offered).

If a course is being cross-listed, the other course designation should appear in parentheses immediately after this course’s number, and the description needs to be **identical** for both courses, for example, KINES 503 (ZOOL 503).

If the change involves only a change in program/major requirements, then illustrate (as an attachment) only the Box of Required Courses and Credits. If a requirement change alters the number of credits with regard to any course, credit numbers for other requirements will change as well. Check all the credit hour numbers in the Box of Required Courses and Credits for accuracy.

If the change involves both types of changes above (course description and program requirement change), then both will need to be illustrated.
If the course is being deleted, then N/A is the appropriate designation.

Example:
CE 537 GIS IN WATER RESOURCES (3-0-3)(F/S)(Odd years). Applications of Geographic Information Systems (GIS) in pre- and post-processing of model inputs and outputs, digital elevation models, flow direction and flow accumulation, spatial analysis and interpretation, Model Builder, data model, tools, functionality and examples of real-world water and natural resource problems and integration of external models (e.g. SWAT). PREREQ: CE 416, GEOG 360, or PERM/INST.

JUSTIFICATION OF CHANGE:
Justification of Change should be a concise and complete justification of the proposed changes. Describe what is happening in terms of the students, programs, discipline, accreditation, budget (e.g., additions or cutbacks), and workload issues, etc. that might be driving the change. If pre-requisites are being changed, the pre-requisite skills needed in the course should be addressed.

Example:
This course has been offered several times as a Special Topics course during the summer. Enrollments have proven a demand for the course.

PROJECTED ENROLLMENT
For a new course, provide anticipated enrollment and the basis or rationale for your projection. If the course has been offered as a special topic, then it would be sufficient to base your projections on those enrollment figures.

For existing courses, list the current enrollment, the projected enrollment, and the basis for any change in enrollment. Concentrate on the changes in enrollment that are likely to result – not only for new courses, but for courses where enrollment may be reduced as a result of the new course being offered.

RESOURCES REQUIRED
Resource Required refers to faculty, equipment, and facilities necessary to support the change. If a course is created or contact hours increased, you must specify what resources are to be used to teach the course. If a course is deleted or contact hours decreased, you must specify what will be done with the resources that are made available.

LIBRARY RESOURCES REQUIRED
Existing resources are adequate. The department will continue to work with the library liaison to review resources and suggest additions and changes.

SEMESTER OFFERED
In the course description printed in the Graduate Catalog, the semester(s) in which a course is to be offered is presented in parentheses after the course title. The guidelines for how to report these in the descriptions are found in the Graduate Catalog, under Course Numbering and Terminology.

IMPLEMENTATION DATE
This is the date on which the proposed change is intended to take effect. While changes do not necessarily need to be printed in the Graduate Catalog to be in effect for advising purposes, students and faculty are served better if implementation dates coincide with the publication of the next Graduate Catalog (e.g., Fall 2013).

Note: Other deadlines involving course scheduling may also affect implementation date.

Proposals subject to State Board approval of Notice of Intent may not receive full approval for several months after Graduate Council approval. Please plan accordingly.