**Curriculum Proposal – Changes to Existing Courses**

When proposing changes to an existing course that has been previously approved by the Curriculum Committee, please submit the completed “Curriculum Proposal Form,” found on the following pages. It may also be necessary to submit a course syllabus (see instructions below). **Please complete all sections of the Curriculum Proposal Form.**

Instructions for completing the proposal:

* If the proposal modifies the content of an existing course, please submit (along with the completed Curriculum Proposal Form) a course syllabus, which includes the following:
* Clear enumeration of student learning outcomes
* Outline of content and schedule of coursework
* Student requirements (reading, assignments, written work, projects, etc.), including brief descriptions of major assignments and projects
* Evaluation criteria and grading structure (as appropriate)
* Bibliography
* Required course material
* Statements of policies regarding:
	+ Academic Integrity (this statement is developed by the course proposer)
	+ Classroom Emergency Response Guidance (see <http://www.pugetsound.edu/emergency/emergency-response-plans/emergency-response-management/>)
	+ Student Accessibility and Accommodation (see <http://www.pugetsound.edu/student-life/personal-safety/student-handbook/academic-handbook/student-accessibility-and-accomodation/>)
	+ Student Bereavement (see <http://www.pugetsound.edu/student-life/personal-safety/student-handbook/academic-handbook/bereavement-policy/>)
* An incomplete syllabus may delay the course proposal review. If a syllabus does not contain all of the items listed above, please provide a brief explanation.
* **Grading:** It is assumed that the standard grading pattern will be employed in the course proposed: letter grade, or P/F as an option for students. If a mandatory P/F system will be used, full justification must be provided. In general, only such activities as clinical experience or student teaching, where letter grades are impractical, should employ mandatory P/F grading. If In-Progress (IP) grading is to be used, a full explanation must be provided. IP grading should be used only where completion of the course requirements is designed to extend beyond the end of the semester. It should not be used interchangeably with the Incomplete grade option.

**Please email your completed Curriculum Proposal Form and all relevant documents to the Chair or Director of your Department, Program, or School.**

**After reviewing the proposal, the Chair should forward the full proposal and all relevant documents to** **curriculum@pugetsound.edu****. Receipt of an email message from the Chair or Director containing the Curriculum Proposal Form and all relevant documents indicates Department, Program, or School approval of the proposal. The Associate Deans’ Office will acknowledge receipt to the proposer, and Chair or Director, once proposals have been forwarded to** **curriculum@pugetsound.edu** **by the Chair or Director.**

**When there are multiple proposers, the Chair or Director of each proposer’s Department, Program, or School must receive the proposal individually, and each Chair or Director must then forward the proposal and relevant documents to** **curriculum@pugetsound.edu****.**

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| --- | --- | --- |
| **Curriculum Proposal Form** | Proposer’s Name: |       |
| **Changes to Existing Courses** | Co-Proposer’s Name: |       |

|  |  |
| --- | --- |
| **I. COURSE** | Department/Program/School:       |
|  |  |
|  | Current course number and title in Bulletin:      Proposed course number and title in Bulletin (*if different than above*)       |
|  |  |
|  | Short title for schedule (*30 characters maximum, including spaces)*:       |
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| **II. COURSE CHANGES (CHECK ALL THAT APPLY):** |
| **S****cheduling:** | [ ]  Each year[ ]  Offered only once[ ]  Less frequent offering | **First semester offered:** | [ ]  Fall[ ]  Spring[ ]  Summer | **First year offered**: |      |
|  | *Please specify the term if "Offered only once" or provide explanation for "Less frequent offering":*       |

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| --- | --- |
| **Applicable as a requirement** **to the following major/minor/program:** |       |
|  |
| **Additional applicability to the following interdisciplinary program:**  |       |
|  |
| **Elective** **in the following major/minor/program:** |       |
|  |
| **Cross-listed in Department/Program**: |       | **Cross-listed course** **number**: |       |
|  | *Please provide rationale for cross-listing:* |       |
|  |
| **Academic level**: | [ ]  Freshman[ ]  Sophomore[ ]  Junior[ ]  Senior[ ]  Graduate | **Type of credit**: | [ ]  Academic[ ]  Activity |
|  |
| **Number of units:** |       | **The course is repeatable for additional credit:** | [ ]  No[ ]  Yes | *If "Yes," credit limit:* |     |
|  |
| **Prerequisites:** |       |
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| **Permission of the instructor required to enroll:** | [ ]  No[ ]  Yes |
|  | *If "Yes," state specifically what academically germane criteria will be used to permit enrollment:*      |
|  |
| **Intended enrollment limit:** |       | **The course is available for auditing:** | [ ]  No[ ]  Yes |

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| **Grading:**  | [ ]  Letter grade[ ]  Pass/fail[ ]  In-progress[ ]  Other | *Please provide explanation for "Pass/Fail," "In-Progress," or "Other" grading:*       |

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| --- | --- | --- | --- | --- |
| **Components:** | [ ]  Lecture[ ]  Laboratory[ ]  Studio[ ]  Other | [ ]  Graded[ ]  Graded[ ]  Graded |  |   |
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|  |  |
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|  | *Explanation for "Other" components:*       |  |

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| --- | --- | --- | --- |
| **Does the course have an unusual format (for example, in terms of contact hours, number of weeks, or location)?** | [ ]  No[ ]  Yes | *If "Yes," please attach a completed Supplementary Form for Unusual Format Courses* |  |
| **The course content is redundant with content from another course:** | [ ]  No[ ]  Yes | *If "Yes," specify the other course:*      |  |

|  |  |
| --- | --- |
| **The course content is determined by topic (such as in an Advanced Topics course):** | **[ ]  No****[ ]  Yes** |
| **If there are any other changes not covered by the categories above, please specify here:**       |

**III. PROPOSED BULLETIN DESCRIPTION (*complete this section only if proposed Bulletin description is different than current description;* *description should be* *approximately 200 words, present tense, third person, and in complete sentences):***

**IV. RATIONALE FOR CHANGES:**

**Please email your completed Curriculum Proposal Form and all relevant documents to the Chair or Director of your Department, Program, or School.**

**After reviewing the proposal, the Chair should forward the full proposal and all relevant documents to** **curriculum@pugetsound.edu****. Receipt of an email message from the Chair or Director containing the Curriculum Proposal Form and all relevant documents indicates Department, Program, or School approval of the proposal. The Associate Deans’ Office will acknowledge receipt to the proposer, and Chair or Director, once proposals have been forwarded to** **curriculum@pugetsound.edu** **by the Chair or Director.**

**When there are multiple proposers, the Chair or Director of each proposer’s Department, Program, or School must receive the proposal individually, and each Chair or Director must then forward the proposal and relevant documents to** **curriculum@pugetsound.edu****.**

**(Below this line for use by Associate Dean only)**

Signed: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Dean, on behalf of the Curriculum Committee Date