**Curriculum Proposal – Non-Core Courses**

When proposing a Non-Core course, please submit the following two documents to the Curriculum Committee. Providing all of the information requested below, in order, will expedite the course’s review.

1. A completed “Curriculum Proposal Form,” found at the end of this document. Below are some instructions for the form:
* **Cross-listing:** Cross-listing requires the course to carry the prefix and number from another department or program. Indicate any department or program in which the course is to be cross-listed, and specify the cross-listed department/program and number. Please provide a rationale for cross-listing the course. Courses are very rarely cross-listed.
* **Scheduling:** Indicate the frequency with which the department anticipates that the course will be offered, and identify courses intended only for summer or otherwise planned for special scheduling. If a course is to be offered only once, please indicate the term.
* **Prerequisites:** If “permission of the instructor” is required for students to enroll, enter this requirement as a prerequisite, and state specifically what academically germane criteria will be used to permit enrollment.
* **Course Number:** The course number should reflect the level of students for whom the course has primarily been designed. This does not prevent either more advanced students or qualified lower-level students from enrolling.
* **Grading:** It is assumed that the standard grading pattern will be employed in the course proposed: letter grade or P/F at the student’s option. 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) 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.
1. A syllabus for the course that includes:
* 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.

**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: |       |
| **Non-Core Courses** | Co-Proposer’s Name: |       |

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| --- | --- |
| **Department/Program/School:** |       |
|  |
| **Course number and title in Bulletin:** |       |
|  |
| **Short title for schedule (*30 characters max. including spaces)*:** |       |
|  |
| **Bulletin description *(approximately 200 words, present tense, third person, and in complete sentences):*** |
|  |       |

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| **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:**  |       |
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| **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:** |       |
|  |
| **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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|  | *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:*      |  |

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| --- | --- |
| **The course content is determined by topic (such as in an Advanced Topics course):** | **[ ]  No****[ ]  Yes** |

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

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

 Associate Dean, on behalf of the Curriculum Committee Date