University Senate Curricula Committee Guidance on New Courses and Course Changes (Excerpt)

http://universitysenate.syr.edu/curricula/courses-proc/new-courses/

Proposing New Courses & Course Changes

WHAT IS A NEW COURSE?

New courses are those developed in areas not previously explored in the curricula of various academic departments. It is considered a new course if it meets one of the following criteria:

- If it hasn't been offered previously (New Course, complete Side A, Section II & Side B of CPF).
- If there is a substantial change in the nature of the content of an already existing course.
- If there are multiple changes to an existing course i.e., subject, number, description.
- If a selected topics course (ending in 00) is being **regularized** i.e., being made a permanent part of the curriculum as opposed to being offered on a temporary basis.

Please Note: A Selected Topics course being regularized shall be treated as a new course proposal. **IT IS NOT A REVISION TO AN EXISTING COURSE.**

PROPOSAL FOR NEW COURSES:

All proposals for **new courses** (this includes courses being *regularized) are subject to the course proposal approval sequence outlined below.

For **regularizations** (making a Selected Topics course a permanent course offering) complete all of Section I and Section II of the Course Proposal Form (.doc). You must also address all of the questions on Side B. If approved, these courses may be offered during the fall semester of the **subsequent academic year**.

Prior to sending the proposal to the Senate Committee on Curricula the following must take place:

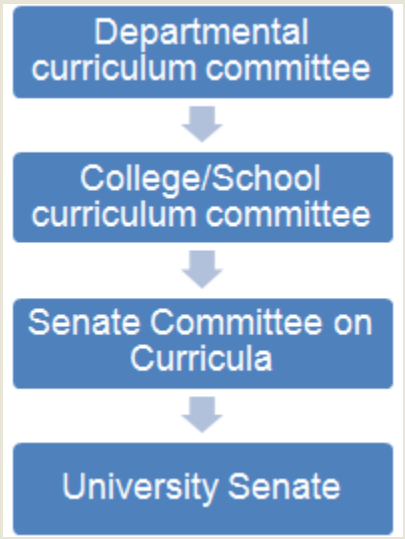
A. **Library Submission:** When a new or regularized course is proposed, submission of the course bibliography/syllabus to the appropriate subject librarian is required.
   - Submit bibliography/syllabus to appropriate librarian at the time of submission to your college/school curriculum committee. The committee requires the name of the subject librarian and date of submission. **[See Side B, #4]**

This must be completed before the proposal is forwarded to the Senate Committee on Curricula. The Committee will withhold approval until the library submission has taken place.

1. **Academic Consultation:** If the course content is similar to or may possibly overlap with any courses offered in your own or other SU schools/colleges, then a consultation* with the department chairs of those academic units is required. A request for consultation across schools/colleges should be sent to the **Academic Associate Dean** of the affected unit. The Associate Dean should ensure that all chairs of departments that might be affected by the change have an opportunity to respond. In instances where there is no response to the initial consultation request after two weeks, a second request should be made. If there is no response to the second request after an additional week, the consultation will be referred to the Registrar or Curriculum Coordinator for resolution. ***Please provide only the section of the e-mail consultation that either approves or raises a specific concern regarding the course. [See Side B, #2 of the Course Proposal Form]**

APPROVAL OF NEW COURSES:

Approval is required of:



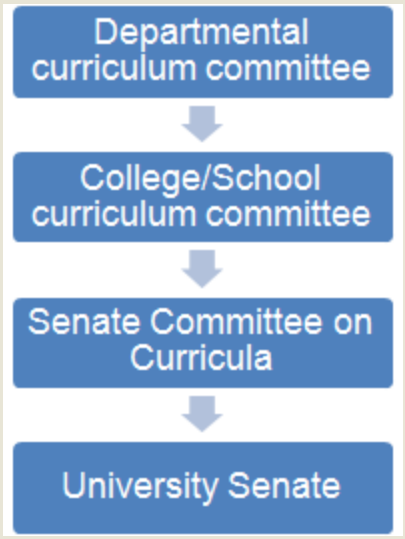
PROPOSAL FOR COURSE CHANGES:

All proposals to change or inactivate existing courses are subject to the course proposal approval sequence outlined below. If approved these courses may be offered during the **following academic year**.

Exception: Curriculum changes that are approved by the Senate after February are not effective until the spring semester of the next academic year. *For example*: A course approved by the Senate in March 2014 cannot be scheduled until Spring, 2015.

APPROVAL OF COURSE CHANGES:

Approval is required of:



AFTER COLLEGE/SCHOOL APPROVAL:

All curriculum proposals must be approved by the school/college committee before they can be sent to the University Senate Curriculum Office. If they have not received the necessary approval(s) they will be returned.

The deadline for all curriculum proposals to reach this office, if the school/college is planning to offer the course(s) and/or program(s) in the **next academic year** is

Monday, October 31, 2016

IMPORTANT: Curriculum changes received by the Curriculum Office ***after*** **October 31 will not be guaranteed placement on the committee's agenda during the fall semester**.

Proposals received **after February 1, 2017** will not be scheduled on a Senate Curriculum Committee agenda until the following academic year.

After Senate approval the new curriculum is set up in PeopleSoft Catalog. All curriculum changes go into effect the academic year following that in which they were approved.

Updated August 22, 2016