The College of Arts and Sciences

POLICY and PROCEDURES

For

COURSES: New and Changes - due October 4th

PROGRAMS - Majors/Minors/Graduate: New and Changes - due October 17th

LIBERAL ARTS CORE REQUIREMENT ADDITIONS - due October 31st

AND

CATALOG REVISIONS

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The Senior Associate Dean's Office for Curriculum, Instruction and Programs, 441 Hall of Languages, oversees proposals for new and changing courses and programs. Contact cas-curriculum@syr.edu for additional information.

A. COURSES

Proposals for ***new*** courses, and all ***changes*** to existing courses, must be submitted (2 paper copies and an electronic copy) to:

cas-curriculum@syr.edu
Senior Associate Dean's Office for Curriculum, Instruction and Programs
441 Hall of Languages

by **October 4th, 2016**

The Course Proposal Form (2016 version) available at
http://universitysenate.syr.edu/curricula/forms/course-proposal-form/
must be sent to cas-curriculum@syr.edu by October 4th.

Also available online are the policies, information and procedures for proposing and changing courses and programs: http://universitysenate.syr.edu/curricula/

1. New Courses

Course Proposal Form (2016 version) available at the Senate's website:
http://universitysenate.syr.edu/curricula/forms/course-proposal-form/
and also needed
"Course Syllabus Template" a syllabus template also available at the Senate's website:
http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/ under Committee on Curriculum. This must be submitted with the Course Proposal Form for all new course and course regularization* proposals.

a) **TWO PAPER COPIES** of the COURSE PROPOSAL FORM AND COURSE SYLLABUS TEMPLATE, and
b) An **ELECTRONIC VERSION IN WORD DOC** to cas-curriculum@syr.edu. Name each course proposal file by subject-number-type-form. Examples are as follows:

- Course Regularization* (course proposal form): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be: geo-440-reg-cpf
- Course Regularization* (syllabus template): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be: geo-440-reg-syllabus
- New Course: the file name of a new course, i.e., AAS 413 would be: aas-413-new-(cpf or syllabus)
- Course Change: the file name of a course that is being changed, i.e., WGS 410 would be: wgs-410-chg-(cpf or syllabus).

  *Course Regularization—when a course has been previously offered as a selected topics course; New Course -- when a course has never been offered before.

Completing the form:

Course Number
When assigning a new course number make sure the number is not currently in use in your department, and if previously used, has been dropped for at least the last five years.

If you have any questions when assigning a number please email the Senior Associate Dean's Office for Curriculum, Instruction and Programs at cas-curriculum@syr.edu.

Consultation *New Procedure!*
Consultation with other departments or other schools are necessary if proposing a course similar in content to one already offered. For consultations in departments within the College of Arts and Sciences, contact the chair of the department. Submit the email response with the proposal, and then on Part B under Consultation on the Course Proposal Form add the name of the chair who was consulted, the date of the consultation, and the response. For consultations in departments outside of the College of Arts and Sciences, contact the Associate Dean of that College. The list for each college is on the Senate Curriculum website: http://universitysenate.syr.edu/curricula/schoolcollege-consultation-contacts/.

Submit email response, and then on Part B under Consultation on the Course Proposal Form add the name of the Associate Dean who was consulted, the date of the consultation, and the response. If there is consideration of cross-listing the course with another department or college, written approval from that department must accompany the proposal.

Cross-Listing
When cross-listing a course with another department or college, it is preferred that the cross-listing be submitted at the time the course is proposed. Written approval from the department chair or program director must accompany the proposal. However, cross-listing can be done at another time after a course is regularized.

Double Numbered Courses Double-numbered courses are regularly numbered courses that are listed in the course catalog with two numbers, one at the graduate level and one at the undergraduate level. Courses that "meet with" another course, or courses offered under a special topics number (300, 400, 500, 600) are not included in the definition of double-numbered courses.

- In general, double numbering of courses is to be avoided. Triple numbering of courses will not be considered.
- A new course proposal must include an academic justification for the double numbering. Enrollment issues alone are not justification for double numbering. An explanation of why a 500 level course is inappropriate in this instance should be included.
- New course proposals for double numbered courses must make clear the additional requirements for graduate students.

Librarian Consultation
When a new course is proposed, the appropriate subject librarian must be notified before the proposal is submitted. The Senate Committee on Curricula will withhold unless they see that the proposal and syllabus were sent to the librarian. On the form, you just need to indicate the librarian and date proposal sent, you do not need a reply included. ***If there is a reason that this consultation should not take place, you must explain in detail.***

Outline, Bibliography and Syllabus
In place of the course syllabus**, a new template (Course Syllabus Template)** is required and must be submitted with the new course proposal form. It includes all the correct, mandated University Statements. This template, "Course Syllabus Template" is available at http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/ under the Senate Curriculum page. Just fill in the blanks from your current syllabus. A bibliography must be included.

For specifics on proposing a new course, email the Senior Associate Dean's Office for Curriculum, Instruction and Programs, cas-curriculum@syr.edu.

Approval for all new courses is required of:
1. Department Curriculum Committee
2. College of Arts and Sciences Curriculum Committee
3. College of Arts and Sciences Faculty
4. Senate Committee on Curricula
5. University Senate

2. Course Changes

Course Proposal Form copies required: **TWO hard copies to: Senior Associate Dean's Office for Curriculum, Instruction and Programs 441 Hall of Languages** and **one electronic copy to: cas-curriculum@syr.edu.**
The template *Course Syllabus for New Course* is not necessary for course changes unless there is a major change to both the title and description of the course to make it appear as though it really should be proposed as a new course.

Course Number
When changing a course number make sure the new number is not currently in use in your department and if previously used, has been dropped for at least the last five years.

If you have any questions when assigning a number or any other specifics about changes, please email the Office of Curriculum, Instructions and Programs (cas-curriculum@syr.edu).

B. PROGRAM CHANGES

All major and minor program changes need to be submitted to the Senior Associate Dean's Office for Curriculum, Instruction and Programs 441 Hall of Languages by **October 17th with the following forms and items (2 paper copies and one electronic copy [in word.doc] to cas-curriculum@syr.edu:**

1. **PROGRAM OF STUDY REQUIREMENTS CHANGE FORM**
2. **COVER SHEET FOR NEW OR REVISED PROGRAMS**
3. **CATALOG TEMPLATE (either the graduate or undergraduate depending on your program)** to show how the new requirements will look in the catalog
4. **Side by side comparison: old requirements / new requirements**

5. **One to two-page summary of what the changes are and the rationale for the change, this will be used for the Senate report.**

Forms available: http://thecollege.syr.edu/casinternal/forms.html under **Curriculum Forms and Guidelines** or from cas-curriculum@syr.edu

There is also a program checklist on the Senate's website at:
http://universitysenate.syr.edu/curricula/forms/program-revision-checklist/

Additional information and supporting documents may be needed depending on whether the program change is a major change or a minor change. To determine if the revision needs to be approved by New York State Department of Education check the Senate's website at: http://universitysenate.syr.edu/curricula/programs/changes/ and consult with:

- The Senior Associate Dean's Office for Curriculum, Instruction and Programs -- 443-1414 orcas-curriculum@syr.edu
- University Senate and Curriculum Office – SUCurric@syr.edu
- For courses and undergraduate programs – SUCurric@syr.edu
- For graduate program changes: The Graduate School -- 443-4492 or SUCurric@syr.edu (GabrielleChapman)
  It is important to work with the Graduate School in making any graduate academic program changes.

C. NEW PROGRAM

The format for writing proposals for new programs can be requested from cas-curriculum@syr.edu or the Senate Recorder's Office. Helpful information can be found on the Senate's website at: http://universitysenate.syr.edu/curricula/programs/

The process for approval:

- Create a Word document with the following information:
  1. Program title
  2. Degree
  3. A very brief description of the program and how it fits into the current curriculum
  4. what programs, if any, would begin to be phased out in order to make room for the new program; if no programs will be phased out then provide a brief justification of how faculty and staff will manage the increased workload associated with this new program (e.g., with respect to assessment, accreditation, and curriculum maintenance)
  5. Title this document the program's name, degree abbreviation, and Notification
     - For example: History BA Notification.docx

- For undergraduate programs, email the document to the Senior Associate Dean's Office for Curriculum, Instruction and Programs at cas-curriculum@syr.edu

- For graduate programs, email the document to Associate Dean Gabrielle Chapman at ghchapma@syr.edu

- Notification documents must be submitted no later than **September 16th**.

- Upon receiving their approval proceed with:

1. Departmental approval.
2. The College of Art and Sciences approval: The full proposal (two paper copies) must be presented to the Senior Associate Dean's Office for Curriculum, Instruction and Programs 441 Hall of Languages, and one electronic word document to cas-curriculum@syr.edu for approval by the College of Arts and Sciences Curriculum Committee and faculty.
3. Graduate School approval, if a graduate program: The full proposal must also be sent to Associate Dean Gabrielle Chapman at ghchapma@syr.edu. Graduate programs must be approved by the Graduate School before consideration by the University Senate Committee on Curricula. This will take place concurrent with the College's review.

   New programs are processed with the New York State Department of Education by the University Senate and the Dean of the Graduate School, who will notify departments when a letter of registration has been received from the New York State Department of Education. Programs cannot be advertised until this letter of registration is received. Contact cas-curriculum@syr.edu for correct forms and additional directions.

D. CATALOG CHANGES

In early spring announcements will be made to departments from the Senior Associate Dean's Office for Curriculum, Instruction and Programs, 441 Hall of Languages, about the procedure to make changes tothe upcoming Undergraduate and Graduate Online Course Catalog. Updates to the online catalog will be available in August.

E. LIBERAL ARTS CORE & GUIDEBOOK CHANGES

Proposals for courses to satisfy the various requirements of the Liberal Arts Core must be submitted by October 31st to cas-curriculum@syr.edu
The forms required are available on The College's internal website at:
http://thecollege.syr.edu/casinternal/forms.html under **Curriculum Forms and Guidelines.**

In January, information on updates for the LAC Guidebook are distributed from the Senior Associate Dean's Office for Curriculum, Instruction and Programs, 441 Hall of Languages, to the departments to make changes to the upcoming LAC Guidebook. These changes can only be made if already approved by the Curriculum Committee of the College. The changes or corrections must be returned by the deadline given.