

# "Curriculum Committee Proposal"

\* = Response is required

## School/Department

\* Enter name of school or department

\* Enter proposal submission date

## Type of Proposal

### \* General Education

Choose from the options listed below

Deactivate course in current general education sequence

Add course to the current general education sequence

Create new course to be included in general education course sequence

N/A

Other:

### \* Major course sequence

Choose from the options listed below

Deactivate a course in the current major course sequence

Reactivate a course to be included in the current major course sequence

Create a new course to be included in the current major course sequence

N/A

Other:

### \* Minor Course Sequence

Choose from the options listed below

Deactivate course listed in current minor sequence

Reactivate course to be included in current minor course sequence

Create course to be included in current minor course sequence

N/A

Other:

### \* Administrative Proposal

Change curriculum approval process

Create a new degree

Change the name of an existing degree or degree related program

Deactivate an existing degree program

Create a new minor

Deactivate an existing minor

Change the name of an existing minor

Other:

### Course Information

#### \* Course Prefix

(for example: ENG, CST, or ENG/COM for cross listed courses)

#### \* Course Number

Enter current course number and proposed new course number. If the registrar has not assigned a course number, enter XXXX.

If there is no new course number proposed, type N/A in the right column.

Current Course Number	Proposed Course number

#### \* Course Title

Enter the current course title in the left column. Enter the proposed course title in the right column.

If there is no proposed course title change, type N/A in the right column.

Current Course Title	Proposed Course Title

#### \* Credit Hours

Enter the current course credit hours in the left column.

Enter the proposed credit hours in the right column.

If there is no proposed change in course credit hours, type N/A in the right column.

Current Credit Hours	Proposed Credit hours

Shorter University defines the term "credit hour" as the amount of credit awarded for one hour of classroom instruction and a minimum of two hours of out-of-class student work per week for one semester of approximately fifteen weeks or the equivalent amount of work over a different amount of time. This definition applies to any academic activities for which credit is awarded, including laboratory work, internships, practica, studio work, and independent studies, as well as courses offered in accelerated and/or nontraditional formats. (See [http://www.shorter.edu/wp-content/uploads/2017-2018\\_catalog.pdf#page=49](http://www.shorter.edu/wp-content/uploads/2017-2018_catalog.pdf#page=49).)

**\* Pre-requisite and/or Co-requisite**

Please enter any proposed pre-requisites and/or co-requisites in the appropriate columns.

If there are no proposed pre-requisites and/or co-requisites, type N/A in the appropriate column/s.

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**Proposed Pre-requisites**

**Proposed Co-requisites**

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**Course Fee**

In the space provided below enter:

1. The existing course fee with proposed changes
2. Proposed new course fee
3. A rationale for the proposed new course fee
4. A description of expenses covered by the course fee

**Academic Policy**

Enter current and/or proposed academic policies in the space provided below.

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**Current academic policy (if applicable)**

**Proposed academic policy**

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**\* Rationale for Proposed Change**

Provide a brief rationale for the proposal (for example: accreditation requirements, changes in discipline, etc.).

**\* Impact on University and/or Department Resources**

Provide a brief explanation of the impact of the proposal on University and department resources (for example: library resources, new faculty, staff, or facilities, increased teaching loads, etc.).

**\* Supporting Documentation**

Provide all relevant supporting documentation for the proposal.

If supporting documentation is not required, type N/A in the space provided.

**\* Assessment/Accreditation**

The plan must include:

1. Student learning outcomes
2. Measures to be used to assess student learning outcomes
3. Multi-year assessment plan that includes proposed course

Include relevant accreditation information for deactivated, new, or revised major and minor sequences.

If no assessment/accreditation information is necessary, type N/A in the space provided.

## Approval

By entering your name and a date in one or more of the spaces provided below, you are electronically signing this document.

All

### \* Department Faculty

**Name**

**Date**

### \* Department Chair and/or Program Coordinator

**Name**

**Date**

### Dean

**Name**

**Date**

### Curriculum Committee Chair

**Name**

**Date**

### SACSCOC and/or GEAC

**Name**

**Date**

## Curriculum Committee Approval

All submitted proposals are "Pending" unless designated otherwise.

Pending

Approved

Denied

Tabled

Other:

### \* Effective Date

## Registrar Catalog Update

Enter date academic catalog is updated.

**Provost**

Provost signature required if the proposal represents significant revision to one or more degrees or degree programs.

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**Name****Date**

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**President**

President signature required if the proposal represents significant revision to one or more degrees or degree programs.

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**Name****Date**

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