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| --- | --- |
| Date |  |

**Undergraduate New Course Proposal Form**

Undergraduate Curriculum Committee

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| Name and title: |  |
| Department: |  |
| Email address: |  |
| Phone number: |  |

A. Provide a **catalog description** including the following information:

* Course prefix and number (approved by the Registrar)
* Course title (limit of 30 characters)
* Number of credit hours
* Brief description of the course content
* Prerequisites, co-requisites and/or special requirements (permission of instructor, etc.)
* Semester(s) course will be offered

[*Insert catalog text here*]

B. Provide a **rationale** for the inclusion of this course in your program, including how it relates to the curricular section of your program’s strategic action plan. If appropriate, discuss how the proposed course addresses results you have obtained from ongoing assessment of your program’s objectives. Include in your rationale any role this course plays in other programs on campus including General Education. *This section will receive a preliminary review by the* ***Director of Curriculum Development and Innovation*** *(Stephen Svoboda).*

[*Insert reply here*]

C. Do you foresee any **overlap in content** with other courses within or outside of your department? If so, describe how this new course might complement these courses.

[*Insert reply here*]

D. If an **off-campus experience** is required, please describe below. Include number/frequency of trips, time requirements for students outside of regularly scheduled course times. (Expenses will be covered in item G.)

[*Insert reply here*]

E. What grading system will be used? (Standard letter, P/F only, etc)

[*Insert reply here*]

F. Is the course repeatable for additional credit? Will this be via subtitles? If repeatable, is there a maximum of times of registration or credit hours allowed?

[*Insert reply here*]

G. **Budgetary Issues** - Please discuss any budgetary or staffing implications of the changes. *This section will receive a preliminary review by the* ***Strategic Budget Committee Faculty*** *and the* ***Director of Curriculum Development and Innovation*** *(Stephen Svoboda*). Describe any/all financial implications that result from these changes, including but not limited to:

1. Provide a 3 year fall/spring listing of all sections for this new course (prefix, number and credit hours) anticipated to be taught by faculty in your department. Include any transitions from old courses to new ones, or substitutions that will be allowed.
2. Explain and justify any changes that necessitate overload pay, an adjunct contract or a new faculty member.
3. Describe any/all expenses related to the proposed course in terms of supplies, equipment, annual fees/dues, accreditation costs, travel, software, licenses, printing, modifications to teaching environments/rooms, etc. Separate start-up costs from recurring, annual costs.
4. List and explain any secured donor funds for this course (one time gift, endowed funds, etc.).

This section may not be left blank.

[*Budgetary discussion here*]

H. How many sections of the course will be offered per year? What is the maximum capacity for the course? Please provide a rationale for the maximum capacity.

[*Insert reply here*]

I. Please attach a draft course syllabus that follows University syllabus guidelines.

**How to Submit:**

By submitting this form you indicate the support of your Department. Prior to submitting the proposal to UCC, please first submit this form for review to both the Strategic Budget Committee Faculty (SBCF) and the Director of Curriculum Development and Innovation.

This form should be submitted simultaneously by email to:

Undergraduate Curriculum Committee [**ucc@heidelberg.edu**](mailto:ucc@heidelberg.edu)

Provost: Bryan Smith at[**bsmith3@heidelberg.edu**](mailto:bsmith4@heidelberg.edu)

Director of Curriculum Development and Innovation: Stephen Svoboda at [**ssvoboda@heidelberg.edu**](mailto:ssvoboda@heidelberg.edu)

Discuss the proposal with the chair(s) of any department(s) that might be affected. Those departments wishing to add the new course to curricular requirements may complete Appendix A, which is to be submitted to UCC at the same time. Incomplete forms will be returned.

**Appendix A**

Those departments wishing to add the new course to curricular requirements may complete Appendix A, and submit to UCC at the same time. The originating department should attempt to identify and forward Appendix A to interested department(s) for completion. Once Appendix A is complete, the form must be electronically (consider utilizing Google Docs) given to the originating department who will then co-submit with their proposal.

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| --- | --- |
| Name and title: |  |
| School/Department: |  |
| Email address: |  |
| Phone number: |  |

**A.** Copy the **catalog text** to be changed from the current catalog on the Web and paste below. Reformat the text as follows:

* ~~Strike out~~ text to be deleted.
* Underline new text.

[*Insert catalog text here*]

**B.** Provide a **clean version of the new text** that can be copied and pasted directly into the faculty agenda and the new catalog:

[*Insert catalog text here*]

**C.** Please discuss any for your program, particularly regarding how they align with the curricular section of your program’s Strategic Action Plan.

[*Implications here*]