

*Academic Policies & Curriculum Committee*

COURSE PROPOSAL (Add, Modify, Delete)

All proposals must be approved and emailed by respective Dean to [curriculum@asbury.edu](mailto:curriculum@asbury.edu).

Before you begin, please save file as: “YYYYMMDD\_Crs Code Title\_<dept abbrev>.docx

Note: All fields are required. Incomplete forms will be returned to sponsoring faculty.

**Proposed by:**  **Sponsoring Dept:** **Dean:**

**Part 1:** Curriculum Proposal *(Check all that apply.)*

**Curriculum**

Add new course

Modify existing course

Delete course

**Undergraduate level**

1XX

2XX

3XX  4XX

**Graduate level**

5XX

6XX

7XX

\*Registrar will set all final numbers. Use 1XX, 2XX, 3XX in proposal materials.

**Prefix(s): \*Suggested number(s): Credits:**

**Course Title:**

**Course Description:**

**Part 2:** Rationale and Course Information

1) Provide the rationale for proposing this new course or this change.

2) List the Student Learning Outcomes (SLOs) of this course.

3) List select bibliography:

a.

b.

c.

4) List all major(s) and minor(s), proposed and current, using this course.

Have you discussed this proposal with these department chairs?  Yes  No

5) What role(s) will this course fill in the student’s degree or major/minor curriculum sequences and levels of complexity? (Foundations, major core, major elective, senior project, etc.)

**Additional Comments:**

**Part 3:** Resources and Research

1) Anticipated instructor(s):

2) Number of new faculty needed:  Full Time #  Part Time #

3) Proposed additions to the Kinlaw Library Collections are attached.  Yes  No

4) Are any special facilities or equipment needed for new program.  Yes  No

If yes, please describe:

**Part 4:** Additional Course Details

A) Program Level: B) Delivery Method:

Traditional Undergraduate  In-the-seat

APS Undergraduate  Online

Graduate  In-the-seat with some online

Individual student (TBA)

C) List Prerequisites or all restrictions (courses, grade level, GPA, permission, etc.):

D) List Corequisites:

E) Grading method:  Letter grade  Pass/fail (P/N)  Research/thesis load grade (L)

F) Repeatable (may take more than once for credit)  Yes  No If yes, # of times:

G) Variable Credit allowed  Yes  No If yes, credit range proposed:

H) Planned sequence of offering on course schedule

Every semester (fall, spring, summer)

Every Fall

Every other Fall

Occasionally

Contract Course for individuals

Every Fall and Spring

Every Spring

Every other Spring

Every Summer

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I) Course will have a fee\*  Yes  No If yes, proposed amount: $

\*All course fees have separate approval process involving the Academic Dean and Business Office, requiring this information

How will fee be charged?  One time per course  Per credit hour

Rationale and purpose for course fee:

OFFICE USE ONLY

Date Submitted

Final Course Catalog Prefix and Number: \_\_\_\_\_\_\_\_\_

Date Sent to APCC: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_  Denied

Date Sent to Faculty Assembly: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_  Denied

Date Fee Sent to AVP of Business Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_  Denied

Approved as Course Info Change item: \_\_\_\_\_\_\_\_\_\_\_\_\_