*Academic Policies & Curriculum Committee*

COURSE PROPOSAL (Add, Modify, Delete)

All proposals must be approved and emailed by respective Dean to 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: \_\_\_\_\_\_\_\_\_\_\_\_\_