**GUIDELINES FOR PROPOSALS**

**FOR A NEW COURSE OR CHANGE TO AN EXISTING COURSE**

**1. Please submit 2 double-sided paper copies and an electronic copy to** [**Records**](mailto:records@marietta.edu)**.**

**2. The Curriculum Committee will assume that the proposing Department or Program has resolved issues of staffing, and the adequacy of library, laboratory or technology resources, etc.**

**3. Proposers should carefully review the impacts of the proposal on other courses and programs, particularly in regards to prerequisites.**

1. **4. All proposals should include the appropriate cover page and the catalog changes page. Proposers are encouraged to use the Word (.doc) file and to expand or contract the spaces on these forms as necessary to provide the required information. Place checks in spaces where appropriate.**

**5. The proposal should also include the following information:**

**A. The rationale for the new course, change in the existing course, and any associated changes to a major, minor, or other program.**

**B. Attach a course syllabus. The syllabus should include:**

1. all expected student-learning outcomes at the institution (ISLO), program (PSLO), and/or course (CSLO) level
2. structure of course (e.g., lecture, lab)
3. types of assignments
4. grading policy, attendance policy, make-up policy
5. texts and/or reading materials
6. any expected additional cost to the student for required instructional materials
7. schedule and/or breakdown of topics and assignments so the committee can see how the course fulfills its goals
8. **C. Describe how one Aligned Assignment in the course aligns with one of the institutional-level outcomes identified on the cover page or a program-level outcome.** The eight institution level outcomes can be found on the Curriculum Committee web page at the “Institutional Student Learning Outcomes” link.
9. **D. If the proposal is for a course to fulfill a General Education Requirement** Identify the specific criteria that the course will meet for the cognate area(s) indicated on the cover page and give a rationale for how the course will meet those criteria. The course criteria for the different cognate areas can be found on the Curriculum Committee web page at the “[General Education Curriculum](http://faculty.marietta.edu/curcom/gen_ed_curriculum.html)” link.
10. **E. All course revision proposals must include items A-C.**

**6. After the proposal is approved, the Curriculum Committee will submit the catalog changes.**

**(Revised 04/27/20)**

**COVER PAGE**

**PROPOSAL FOR A NEW COURSE**

1. **1. Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Department, or academic program of proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **2. Course Number (Dept and Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_**

**Full name of Course: Enrollment Cap \_\_\_\_\_**

**Short name (20 characters or less, including spaces) for use in course listing and transcript:**

**3. \_\_This course has previously been offered as an experimental course**

**If so, how many times? \_\_\_\_\_ and when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_ This course will fill general education requirements; if so, identify the cognate area(s):**

**\_\_ Fine Arts \_\_ Leadership and Ethics \_\_ Literary analysis**

**\_\_ Historical perspectives \_\_ Scientific Inquiry \_\_ Social Analysis**

**\_\_ Quantitative reasoning \_\_ Writing Proficiency \_\_ Diversity & Global Perspectives**

**5. The course being proposed will count toward (check all that apply and fill in name):**

**\_\_ Major, name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_ Minor, name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_ Other Academic Program or Certificate name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. \_\_\_This course will include assigned work aligned with the following institution-level or program-level student learning outcomes: (please indicate the level of student work for each designation, i.e. I-Introduced, P-Performed, M-Mastered):**

**\_\_Artistic Literacy \_\_Communication \_\_Critical Thinking**

**\_\_Ethical & Responsible Citizenship \_\_Inquiry \_\_Knowledge of Diversity**

**\_\_Quantitative Reasoning \_\_Integrative Learning**

**\_\_Program-level Outcomes (specified in syllabus)**

**Signature of Department or Program Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s signature indicates that all members of the department and other departments affected by the proposal have had an opportunity to review the proposal.**

**COVER PAGE**

**PROPOSAL FOR A CHANGE OF AN EXISTING COURSE**

1. **1. Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus phone ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Department, or academic program of proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **2. Course Number (Dept and Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Course:**

**3. Brief statement of change requested:**

**\_\_to meet General Education requirement; specify: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Which, if any, GE requirements does this course currently fulfill: \_\_\_\_\_\_\_\_\_\_\_)**

**\_\_\_other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_This course will include assigned work aligned with institution-level or program-level student learning outcomes (please indicate the level of student work for each designation, i.e. I-Introduced, P-Performed, M-Mastered):**

**\_\_Artistic Literacy \_\_Communication \_\_Critical Thinking**

**\_\_Ethical & Responsible Citizenship \_\_Inquiry \_\_Knowledge of Diversity**

**\_\_Quantitative Reasoning \_\_Integrative Learning**

**\_\_Program-level Outcomes (specified in syllabus)**

**5. Will there be impacts of this change on:**

**\_\_ this program’s requirements for a major, minor or other program? Please**

**summarize:**

**\_\_ any other major, minor or program? Please summarize:**

**\_\_ any other courses? Please summarize:**

**Signature of Department or Program Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s signature indicates that all members of the department have had an opportunity to review the proposal.**

**Signature(s) of All Other Department or Program Chair(s) affected by the proposal:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature does not imply endorsement. Comments or concerns should be addressed to the Curriculum Committee in a separate document.**

**CATALOG CHANGES**

**COMPLETE AND INCLUDE THIS PAGE FOR PROPOSALS FOR NEW COURSES**

**OR CHANGES TO AN EXISTING COURSE**

**On this page, provide the exact wording for the college catalog and degree audit sheet as necessitated by this proposal.**

**1. \_\_ New or Modified Course Description. Include the entire catalog copy for this course: i.e., course title, description, prerequisites, and credit hours.**

**2. \_\_ Change to the description of a major, minor or other program. Look at the catalog descriptions of any major, minor, or program affected by this proposal, and indicate how they will need to be changed.**

**3. \_\_ Other catalog changes:**

**4. \_\_ Modified degree audit, if applicable: (attach the old with revisions indicated on it)**