Points for Preparing Proposals for New/Amended Courses or Program Revisions
College Curriculum and Teaching Committee

Most proposals reviewed by the College Curriculum and Teaching Committee are for establishing new courses or revising existing programs. The purpose of review by the College committee is to help ensure that the proposal is ready for the University level committee approval (Undergraduate Curriculum Committee and/or Graduate Studies Committee). Please be sure that your proposal is considered and approved within your department or program and that a brief summary of the deliberations is included. If members of the curriculum committee or department have no reservations, simply state that fact above the Curriculum Committee Chair’s or Department Head’s signature on the Signature Sheet. If questions or reservations are raised, include a summary of the discussion, not to exceed 100 words, on a separate page.

Some of the forms you are likely to need are listed below. Please be sure to use the current version available in the online Curriculum Guide at http://curriculumguide.uncg.edu/ All forms are posted in an editable MSWord format; there is also a pdf version available. These forms must be submitted electronically to (collegect@uncg.edu). The deadlines for inclusion on the agendas for meetings are included under Meeting Dates and Deadlines on the C&T website.

- Form A: Use to propose a new course or to make major changes in an existing course.
- Form B: Send to each department or program that might be affected by the change you are proposing. It allows them to note any concerns or suggestions about your proposal.
- Form D: Use for routine changes, a list of which appears on the form.
- Form G: Use to propose a program revision.

Please be sure to answer all questions, even if it is to indicate “NA” or “no change”. The reviewers then know that each question has been considered.

Tips for new/amended course proposals (Form A):

- Consult with the Registrar’s office to determine the availability of a course number.
- To check the Course Type, click on the link under 1 c) Other for Schedule / Course Types (Instructional Format Codes and Definitions) which were revised in 2016.
- Do not indicate that a course will be web-based unless you plan to offer it in that format initially.
- To consult the UNCG Course Credit Structure Guide for Courses that Meet Weekly, click on the link under 4) Specify Credit.
- Although you do not have to provide a syllabus, please indicate under Essential Course Information the student learning outcomes and indicate parenthetically the SLO linked to each assignment or activity you describe.
- If you seek approval for a GEC marker or SI/WI marker, submit the appropriate forms concurrently with the course proposal.
- New or amended courses must have been approved by all of the appropriate committees prior to the deadline for the publication of the class schedule for the semester in which they are offered. UCC indicates courses approved at each meeting in the minutes posted at http://utlc.uncg.edu/ucc rather than by individual notification.
Tips for program revisions (Form G):

- Enter the full name of the degree program (BA or BS with Major/Concentration), not just the major name.
- The date of the requested change must be in the future, typically the next Fall. If you wish the program revisions to be retroactive, indicate so under question 12 at the end of the form.
- Include both the current and the new bulletin text in question 11 so that the placement of the revised text is clear. It is often helpful to indicate the changes between the old and new versions by using strike-through, bold, or other markers.
- For multiple program revisions, the different changes are usually submitted on separate forms so they can be considered separately.

C. Bolton
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