

## **Guide to New Course Proposals and Course Revision Submission Process**

An administrative committee reviews and approves proposals for new courses and changes to existing courses on an ongoing basis during the academic year. Any proposals that include non-standard elements (unusual credit hour requests, unusual plus components, etc.) are forwarded to the full Curriculum Committee for discussion and approval.

A proposal will only be considered complete when all of the following documents are submitted. All documents are required at the time of submission.

1. New Course Proposal Request, Course Deletion Request, or Change in Course Request
2. Course Syllabus
3. Letter of support from the DUS (including course staffing information)
4. Additional letters of support (if applicable)

Course proposals are considered on a rolling basis. An administrative committee meets every two weeks during the regular semester to discuss proposals and provide a timely response. Complete proposals that are received by the published deadline and that do not require approval from the full Curriculum Committee are normally eligible to be taught in the next immediate semester. This assumes that the course is approved without any revisions. If you believe your proposal may require revisions or review by the full committee, please submit it well in advance of the published deadline so that the discussion process with the administrative committee can begin.

### **Course Syllabus**

The syllabus should include information on how the course is taught and graded, faculty office hours, an honor code statement (see below), and full references for any textbooks used for teaching.

For all courses starting after Spring 2017, the learning objectives of the course must be clearly listed on the syllabus. These objectives may be particular to the course or tied to the departmental learning objectives.

The administrative committee will give particular attention to course grading. The syllabus should clearly explain how the course will be graded. Courses often assign a grade to participation. Although this is a normal practice, any participation grade above 20% will require additional justification and a description of the methods used to assign this grade. This justification may be provided in the syllabus itself or in an additional letter included with the submission.

### **Suggested Honor Code Statement**

*The Honor Code is in effect throughout the semester. By taking this course, you affirm that it is a violation of the code to cheat on exams, to plagiarize, to deviate from the teacher's instructions about collaboration on work that is submitted for grades, to give false information to a faculty member, and to undertake any other form of academic misconduct. You agree that the instructor is entitled to move you to another seat during examinations, without explanation. You also affirm that if you witness others*

*violating the code you have a duty to report them to the honor council.* Students who violate the Honor Code may be subject to a written mark on their record, failure of the course, suspension, permanent dismissal, or a combination of these and other sanctions. The Honor Code may be reviewed online at: <http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html>.

Faculty may adjust this statement or include a different statement according to their needs but should always include a link to the Honor Code online.

### **Letter of Support from the DUS and Staffing Information**

Every submission must include a letter of support from the leadership of the department offering the course (either the Chair or the DUS). For security and documentation purposes, this letter is required even when the proposal is submitted by the Chair or DUS. This letter should include information about how often the course will be taught and how it will count towards programs within the department.

The letter of support should also indicate how the department intends to staff the course. For example, will current faculty be teaching the course, or will the department require new hires to staff the course? If the course requires new hires, the submission should include a letter from the Dean of the College or the Senior Associate Dean of Faculty that outlines the College's commitment to fund the new hire(s).

### **Additional Letters of Support**

If you are proposing a permanent cross-listing or you are requesting a change to a course for which a permanent cross-listing already exists, you must submit a letter of support from the Chair or DUS of ALL departments included in the cross-listing.

The committee will look closely at the subject area of all new courses. Therefore, if you are proposing a new course in which the topic significantly overlaps with the academic endeavors of another College department, you must submit a letter of support from the Chair or DUS of that department.

For example, if you were to include the word "Film" in title of the new course, the committee would expect that the proposing department has consulted with Film and Media Studies to ensure that there is no significant overlap with pre-existing courses in the discipline. A letter from Film and Media Studies supporting the creation of the new course would be required before the course is approved.

If new staff is required to offer the course, a letter from the Dean of College or the Senior Associate Dean of Faculty outlining the College's commitment to fund the new hire(s) is required.

## **Common Terms and Additional Information about the Proposal Forms**

### **Preliminary Information**

The course proposal and revision forms may be submitted by department leadership, department staff, or the faculty member proposing the course. Approval from the DUS or Chair, in the form of a letter, is required at the end of the form. For security and documentation purposes, this letter is required even when the proposal is submitted by the Chair or DUS.

### **Effective Date**

In order to allow the administrative committee sufficient time to review course proposals and the Registrar time to implement changes before course registration, the published deadlines for course submissions must be followed. Please note that proposals that are incomplete, need revisions, or include non-standard components requiring full committee approval may not be approved in time to offer in the next immediate semester. If you believe there may be any delays in approval due to the nature of the course, please submit it well in advance of the published deadline.

### **Proposed Course Title and Course Description**

There is a 30-character limit for course titles, and a 300-character limit for course descriptions.

### **Cross-Listings**

Ideally, classes with permanent cross-listings should have the same course number (e.g. AAS 346, POLS 346). Please remember that you will need to include a letter of support from each department/program with a proposed cross-listing.

### **Pre-Requisites**

Pre-requisites must be taken prior to enrolling in the course. Please remember to explain if these pre-requisites are AND/OR if you are specifying more than one pre-requisite course.

### **Co-Requisites**

Co-requisites are usually taken during the same semester as the proposed course, but they may also be taken prior to the course.

## **Topics Courses**

Topics and Special Topics courses may be repeated for credit when the topic changes. If the topic does not change, students may not normally repeat the class for credit. If this standard set up is what you intend for the course, simply select the Topics option (you do not need to select repeatable).

If you would like students to be able to enroll in a course with the same topic repeatedly, please indicate that the course is both topics and repeatable and specify the credit limit if you require one.

Normally, there is no limit to the number of times a student may enroll in a topics course (so long as the topic changes); however, if you would like to place a limit on this (not common), please specify the limit when asked for any additional information about course set-up.

Courses may only be offered twice under special topics. Before a particular topics course is offered a third time, the department must submit a new course proposal for a permanent catalog number.

## **Repeatable Courses**

Repeatable courses are distinct from Topics courses. In a repeatable course, the “content” of the course does not necessarily change, but there is value in the student repeating the course for credit. This option is most commonly used for performance and technique courses, as well as directed research/reading or independent study.

## **Sequence Courses**

A sequence course is one in which credit is only awarded when the sequence is completed. This option is somewhat rare, but some Honors courses that take place over the fall and spring are set up this way.

## **Reason for the New Course**

Briefly describe the reason for the new course. This information helps the committee to understand the context of the proposal and to ensure that the department has requested appropriate features for the course.

## **Course Credit Information**

The committee will examine closely the proposed credit hours to ensure that the course complies with Emory College and SACS accreditation guidelines regarding course credit and contact hours. Please see the [Emory College Guidelines for Assigning Credit Hours to Courses](#).

There is often confusion in listing the minimum and maximum credit hours on the New Course Proposal Request form. If you are offering the course for a fixed number of hours, please give the same number as the minimum and maximum (e.g. Minimum=3; Maximum=3). If you are offering the course for a variable number of credit hours, please list the appropriate minimum and maximum.

Continuing Writing Requirement (CWR) courses carry an additional credit beyond the contact hours for the course. For example, a course that meets for 3 hours a week that is offered with the writing tag will award 4 credits instead of 3. Please note, however, that all Continuing Writing courses are set up in OPUS with a writing and a non-writing version. Even if you only plan to offer the CWR version of the course, the non-writing version may be needed to award transfer or transient study credit.

If you are proposing a Continuing Writing course, please list the minimum credit hours for the non-writing version. If there are no related components, this will correspond to the number of contact hours. For the maximum credit hours, please list the maximum number of hours factoring in the additional credit hour for the CWR tag.

#### Examples

You are proposing a new course: ECS 250. The course has three contact hours per week. You are also requesting the CWR tag. Minimum=3; Maximum=4 (3 + 1 CWR).

You are proposing a new course: ECS 350. The course will be variable credit (either 3 or 4). You are not requesting the CWR tag. Minimum=3; Maximum=4.

You are proposing a new course: ECS 450. The course will be variable credit (either 3 or 4). You are also requesting the CWR tag. Minimum=3; Maximum=5 (4 + 1 CWR).

Please note that this formulation is different from how we requested this information in the past.

#### Primary Course Type

There are various options for the type of courses that are offered through Emory College—courses with scheduled time and courses with unscheduled time. You must select only one primary course type.

##### Scheduled

Lecture (*classes that are primarily lecture-based*)

Lecture & Related Component (*lecture plus one of the one of the components listed in next section*)

Lab Only (*offered as a separate class and not a related component*)

Performance (*music, theatre, dance or other artistic performances*)

Speaker Series (*rarely used in ECAS*)

Seminar (*classes that are primarily discussion-based*)

NB: There is not always a firm distinction between these categories (e.g. lecture vs. seminar). Contact [Melissa Shoemake](#) in OUE if you need guidance.

##### Unscheduled

Experiential (*practicums, internships, etc.*)

Directed Study (*independent reading or study under the direction of a faculty member*)

Undergraduate Research (*students engaged in the production of research*)

Study Abroad Course (*course taught abroad*)

Independent Honors Research (*independent research & writing of honors thesis*)

Labs may be established in one of two different ways. If you are proposing a lecture and lab as a single course, please choose “Lecture & Related Component” as the Primary Course Type, and choose “Scheduled-Lab” as the Related Component. Even as a single course, we can establish two separate meeting patterns for the lecture and lab. If, on the other hand, you would like to create a stand-alone lab as a separate course, select “Lab Only” as the Primary Course Type.

### **Related Components Type**

#### Scheduled

Labs (*which are not stand-alone courses*)  
Recitation/Discussion Section  
Community Engaged Learning  
Supplemental Instruction or Problem Sets  
Film Screening with Discussion  
Live Performance Piece

#### Unscheduled

Computer Conference with Required Regular Participation  
Other Online Component  
Group Meetings  
Periodic Speaker Series  
Periodic Field Trip  
Periodic Field Research  
Directed Study Component for Each Student

For more information about Related Components and limitations to how many credits may be awarded for them, please see the [Emory College Guidelines for Assigning Credit Hours to Courses](#). In some cases, especially if a course will have frequent temporary cross-listings, it may be advisable not to add a related component as this causes difficulty with the cross-listings. Instead, the course can be set up with a second meeting pattern.

### **Study Abroad Courses**

Courses proposed only as Study Abroad will be forwarded to the Education Abroad Committee (EAC) for approval. As those courses may fall outside the schedule of the traditional semester, EAC requires additional information about the number of weeks the course is offered and the contact hours for related components. The request form will ask you these questions if you select “Study Abroad Course” as the Primary Course Type.

### **Additional Set-Up Information**

If there is any additional information the committee or Registrar may need to set up the course, be sure to provide that information on the form. You may also clarify any responses to questions on the form, or set any course limitations (e.g. limit to 10 students; first-year students only, etc.).

## **General Education Requirements**

In reviewing an application for a General Education Requirement tag, the committee will consider the GER learning goals to assess whether the content of the course (as described in the syllabus) meets the standards of the learning goals. For the sake of clarity, we suggest these goals be demonstrated as part of the syllabus. View the [Learning Goals For The General Education Requirements](#).

Variable GER tag: Occasionally, a course has the potential to overlap two distinct GERs. The faculty member or the method of instruction may sway the course from one GER to the other. For these situations, you may propose a variable GER. We suggest that you select as the primary GER, the GER that the course will most frequently be offered under. Please note that in a given semester, a course may only carry one GER or the other, not both, and you will be asked to select the appropriate GER during the course scheduling process.

## **Continuing Writing Requirement**

The Curriculum Committee has established a set of [guidelines](#) for course proposals requesting the Continuing Writing tag. Each syllabus must contain evidence of the four key points from the standards. These include:

1. Centrality of writing assignments to the intellectual experience of the course
2. Attention given to the process of teaching writing
3. Significance of writing assignments in the final course grade (minimum 40%)
4. Quantity of polished writing produced (minimum 20 typed pages)

## **Additional Information**

If you have logistical questions about deadlines, schedules, or forms, please contact Melissa Shoemake at 404-727-5331 or [melissa.shoemake@emory.edu](mailto:melissa.shoemake@emory.edu). For questions about the content of your proposal, contact Jason Ciejka at 404-727-0674 or [jciejka@emory.edu](mailto:jciejka@emory.edu).

Revised 8/13/2018