AA-5 Course Proposal/Change Form (to be used for course changes that affect more than one department and for all new course proposals)

Department:       College:

Contact Person for this proposal:      Phone Number:

Provost Office approval/action:

|  |  |  |
| --- | --- | --- |
| If this course proposal warrants a program change you must complete the AA5 Program Proposal/Change form.  Liberal Studies course proposals require supplementary materials (found in Curriculum Forms and Resources folder on the share drive). | | |
| 1. Change(s) Proposed (check all that apply)  New course Proposal  course prefix change (complete 1-7)  course credit change (complete 1-6 & 13)  course title change (complete 1-6 & 8)  course activity change (complete 1-6 & 14)  course number change (complete 1-6 & 9)  student contact hours change (complete 1-6 & 15)  course level change (complete 1-6 & 10)  course grading change (complete 1-6 & 16)  course description change (complete 1-6 & 11)  course deletion (complete 1-6)  course prereq/coreq change (complete 1-6 & 12)  other (complete 1-6 & 17) | | |
| 2. What is being proposed and why (or brief description of change)? : | | |
| 3. Copy and paste the current course & description from the PROPOSED 2010-2011 catalog and track changes OR provide proposed new course & description in catalog format (prefix, number, title, hours, description ≤ 25 words, prereq/coreq, LS category-if applicable): | | |
| 4.\* Does the course change/proposal affect any program or plan of study outside the department? yes  no  ( A report can be accessed in banner to assist you at ReportsPortal>Curriculum>CourseImpact.)  If yes, list the program(s)/plan of study here and include consultation documentation from each department (in space for #23).  Program(s)/Plan of Study:  \*Be sure to process AA6 for any program change(s). | | |
| 5. Will approval of this proposal result in the need for additional faculty, equipment, supplies and/or support? yes no  If yes, explain how resources will be provided: | | |
| 6a. \*Semester and year proposal to become effective:  \* The change will be effective the fall term of the academic year immediately following approval unless a different date is established in cooperation with the Registrar’s Office. The department is responsible for contacting the Registrar’s Office. | 6b. Semester (s) course to be offered: | |
| **Current Course Information**  **CIP code for existing course:** | | **Proposed Changes or New Course Information**  **CIP code for new course:** |
| 7. Current prefix: | | Proposed prefix: |
| 8. Current title: | | Proposed title: |
| 9. Current number: | | Proposed number: |
| 10a. Current level:  undergraduate  graduate  ug-g cross-listed | | Proposed level:  undergraduate  graduate  ug-g cross-listed   * If cross-listed describe how the undergraduate and graduate courses will be different in # 10b. |
| 10b. Explain the differentiation of the cross-listed courses (requirements, readings, grading, rigor, etc): | | |
| 11. Current description: | | Proposed description: |
| 12. Current prereq/coreq: | | Proposed prereq/coreq: |
| 13. Current credit: | | Proposed credit: |
| 14. Current activity:  Lecture Lab Lecture/lab Seminar  Internship Clinical Coop. ed. Student tchg.  Studio Perf/recital/ensemble Lesson/ind. instruction  Ind. Research Ind. Study Thesis  Informal credit activity  PE/outdoor/act.Other (specify:      ) | | Proposed activity:  Lecture Lab Lecture/lab Seminar  Internship Clinical Coop. ed. Student tchg.  Studio Perf/recital/ensemble Lesson/ind. instruction  Ind. Research Ind. Study Thesis  Informal credit activity  PE/outdoor/act.Other (specify:      ) |
| 15. Currently scheduled student contact hours per week: | | Proposed scheduled student contact hours per week: |
| 16. Current grading:  Undergraduate Grade Modes  First-Year Seminar:     (A, B, C, I, U)  Reg. Grading with IP: (A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Reg. Grading:               (A+, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I) S/U Grading with IP:           (S, U, I, IP)  S/U Grading:                       (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP)  Graduate/Doctoral Grade Modes  S/U Grading with IP:    (S, U, I, IP)  Regular Grading:  (A, B, C, F, I)  S/U Grading with IP:    (S, U, I, IP)  S/U Grading:                 (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP) | | Proposed grading:  Undergraduate Grade Modes  First-Year Seminar:     (A, B, C, I, U)  Reg. Grading with IP: (A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Reg. Grading:               (A+, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I) S/U Grading with IP:           (S, U, I, IP)  S/U Grading:                       (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP)  Graduate/Doctoral Grade Modes  S/U Grading with IP:    (S, U, I, IP)  Regular Grading:  (A, B, C, F, I)  S/U Grading with IP:    (S, U, I, IP)  S/U Grading:                 (S, U, I)  Thesis-Reg. Grading:   (A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IP)  Thesis-S/U Grading:    (S, U, IP) |
| 17. Explain other change needed not listed above: | | |
| 18. If new course, provide library consultation in space provided in #23. | | |
| 19. If new course, list course objectives: | | |
| 20. If new course, list proposed requirements: | | |
| 21. If new course, list proposed text(s) with ISBN: | | |
| 22. If new course, list faculty and credentials who may possibly teach the course: | | |
| 23.Provide consultations and other information in this box as needed. | | |

**Course Proposal Technical Review Checklist**

(Curriculum Proposal Guide is in the Curriculum Forms and Resources folder in the Curriculum folder on the share drive)

1. \_\_\_\_\_ Has the number been used in the last 10 years (Check with Ann Green before selecting a new number)
2. \_\_\_\_\_ course prefix and number reflects Curriculum Proposal Guide
3. \_\_\_\_\_ course title reflects Curriculum Proposal Guide
4. \_\_\_\_\_ course description is 25 words or less
5. \_\_\_\_\_ course prereq/coreq reflects Curriculum Proposal Guide
6. \_\_\_\_\_ Library consultation included
7. \_\_\_\_\_ consultation(s) from department(s) as needed (see reasons in Curriculum Proposal Guide)
8. \_\_\_\_\_ LS course proposal form attached (as needed)
9. \_\_\_\_\_all course elements including
   * 1. \_\_\_\_\_ course prefix, number, title, and description (same as catalog entry)
     2. \_\_\_\_\_ course objectives
     3. \_\_\_\_\_ liberal studies objectives (as appropriate to the LS category—see LS obj. doc)
     4. \_\_\_\_\_ textbook (or textbook possibilities if instructor not identified)
     5. \_\_\_\_\_ course assignments/requirements
     6. \_\_\_\_\_ faculty listed comply with SACS faculty credential requirements
10. \_\_\_\_\_ current catalog description is from proposed 2010-2011 catalog and tracks changes (if changing existing course)
11. **Format for course catalog entry**

PREF

### (credit hours)

Course description in 25 words or less. Contact hour clarification if needed. Prereq/coreq (LS category)