

Colgate University New Course Proposal Form

Course Number:	Course Title:				
Instructor(s):	Department:	The proposed course will first be taught in Fall 20 _____ Spring 20 _____			
Is this course intended for cross-listing in another department or program? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what department?					
The proposed course is for: Full-Credit <input type="checkbox"/> ½ Credit <input type="checkbox"/> ¼ Credit <input type="checkbox"/>					
If a partial-credit course, it is: Stand-alone <input type="checkbox"/> Add-on <input type="checkbox"/>					
If the proposed course is an add-on course, to what full-credit course is it connected?					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Number</td> <td style="width: 20%; text-align: center;">Title</td> </tr> </table>				Number	Title
	Number	Title			
The proposed add-on course is: Optional <input type="checkbox"/> Required <input type="checkbox"/>					
<p>The appropriate department/program has reviewed this proposal and attached materials. We find the intellectual rationale of the course and its basic structure meet our departmental's/program's academic standards, given the level at which it will be taught and the credit awarded.</p>	<p style="text-align: center;">Dept. Chair/Program Director</p> <p>Signature</p> <p>Name</p> <p>Date</p>				
<p>I have reviewed this proposal and attached materials and approve the intellectual rationale of the course. The course does not appear to overlap significantly with other courses at Colgate. If the course is part of an overall revision of curriculum of the department or program, I have discussed that revision with the department or program as well as any staffing and resource implications.</p>	<p style="text-align: center;">Division Director</p> <p>Signature</p> <p>Name</p> <p>Date</p>				
<p>The Curriculum Committee has reviewed this application and finds that the course's intellectual rationale is sound, the standards described are appropriate, and that it does not significantly overlap with other Colgate courses. The chair's signature indicates the course has been approved by the Curriculum Committee.</p>	<p style="text-align: center;">Curriculum Committee</p> <p>Signature</p> <p>Name</p> <p>Date</p>				

Proposal Format

From the instructor(s)

1. Catalogue descriptions (including prerequisites, if any); note that the course number of an add-on fractional credit must be the same as the course, with an extra letter, e.g 324R.
2. Intellectual rationale
3. A description of the basic structure of the course, with an explanation of how the course will meet the academic standards of the department/program. This should include descriptions of the course requirements, methods of evaluation, course policies (e.g. expectations about class participation and/or co-curricular events), and an outline of topics and readings.
4. **For fractional-credit courses only:** Time commitment required of students. If non-faculty are involved in student supervision, clearly describe that supervision. When completing this section, please keep in mind the statement about time commitments in the original fractional-credit guidelines passed by the full faculty:

Proposals and syllabi should make clear the time commitment required of students, keeping in mind that the most important factors in determining the appropriate amount of fractional credit are the total time spent and the level of intellectual engagement required by students with and without direct faculty contact. As a general guideline, students should have a minimum of 10 contact hours with faculty for ¼ credit courses, or add-on components, and a minimum of 20 contact hours with faculty for ½ credit courses or add-on components. Proposals should also indicate if supervision will be provided by a professional working closely with the faculty member overseeing the fractional credit course or add-on fractional credit component. For partial credit courses, indicate the frequency and length of meetings.

5. **For add-on components only:** Describe the relationship with the associated full-credit course. If the grades in the add-on course are linked to the grades in the associated full-credit course, describe the nature of the linkage (whether, for example, a student would be required to pass the add-on component to receive a passing grade in the connected full-credit class). Remember, a separate grade is required for all fractional credit classes.

From the Department Chair or Program Director

6. A statement explaining:
 - how the course fits into the curriculum of the department or program, especially if it is part of an overall revision of the department or program,
 - whether the course meets departmental academic standards.
 - (for fractional credit only) a justification of the credit awarded for the course.
 - the implications for existing courses within the department: staffing, moth-balling, frequency of offering.
 - new demands on resources: library, technology

7. Inclusion of a syllabus can be a helpful addition to a course proposal.
8. Indicate whether the proposed course overlaps with other courses in significant ways (in case the courses complement each other and in case there is any redundancy).

Course Approval Procedure

To facilitate the work of the Curriculum committee and to make it possible to respond at the most helpful times to faculty proposing courses, proposals should be submitted by September 10 of the fall semester and February 20 of the spring semester. Proposals submitted at other times will be considered (and faculty not yet on campus may have difficulty meeting the indicated deadlines) but the deadlines will help coordinate the work of the Committee with relevant administrative deadlines.

Step 1: Instructor(s) prepares a Cover Sheet and items 1-5 of the proposal format.

Step 2: Department Chair or Program Director reviews items 1-5, solicits feedback from the relevant department or program, writes item 6, and signs the Cover Sheet.

Step 3: For courses to be cross-listed in the catalog, the chair or director of the relevant department or program must confirm approval; this can be done by email to the Curriculum Committee or by attaching a memo to the proposal.

Step 4: Division Director(s) reviews the proposal, provides guidance as needed, and signs the Cover Sheet.

Step 5: Completed proposal is sent to Kelly Snyder (Associate Dean of the Faculty's Office) at ksnyder@mail.colgate.edu for review by the Course Review Subcommittee of the Curriculum Committee.

Please remember that this proposal is reviewed by the Division Director, as well as the Curriculum Committee, and that some aspects also involve the Registrar. For example, although staffing issues or overall revision of the curriculum of a department or program are not under the purview of the Curriculum Committee, they are matters that must be discussed with a Division Director. In particular, the department or program chair should allow time for such discussions during the proposal process.

Courses that have been removed from the catalog can be "moth-balled" by notifying the Registrar of that intention. To be reinstated, a course that has been moth-balled for more than five years must go through the usual course approval process, but otherwise no approval is necessary.

When a course is approved, the Course Approval Subcommittee will send an email to the instructor(s), department chair(s) and/or program director(s), and division directors(s), with a copy sent to the Associate Dean of the Faculty. The email may include (non-binding) suggestions from the subcommittee. A hard copy of the course proposal, with all signatures on the cover sheet, will be kept by the Associate Dean of the Faculty.

If you have questions about this procedure, please contact Michael Coyle, Course Approval Subcommittee Chair, by email mcoyle@mail.colgate.edu or phone x7264.

Curriculum Committee approval of a proposed course does not imply that any additional resources that may be needed will be approved and made available by the University.