SECTION 4 – COURSE PROPOSALS

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4.1 NONSUBSTANTIVE COURSE PROPOSALS

Nonsubstantive proposals include any changes in course title or description that genuinely do not alter the nature of the course, or changes that affect only the submitting department (prerequisite or co-requisite changes, registration restriction changes, adding/removing cohort from a course and changes to typically taught semesters). Course number changes for sequencing purposes that do not change the level of the course are considered nonsubstantive. Nonsubstantive proposals must follow the approval process and receive final approval from the Chair of the University Curriculum Committee.

4.2 DEADLINE FOR NONSUBSTANTIVE COURSE PROPOSALS

Nonsubstantive course proposals may be submitted at any time. However, proposals should be completed by the course schedule due date (three weeks before registration begins) for the changes to be implemented for the registration cycle; otherwise, changes will be implemented for the next registration cycle. Nonsubstantive proposals are to be submitted through Curriculog on the Course Revision form. For workshop deadlines reference CPPM 7.3.

4.3 APPROVAL PROCESS FOR NONSUBSTANTIVE COURSE PROPOSALS

Step 1: Originator
Step 2: Department Chair (or Program Director if applicable)
Step 3: Dean of College
Step 4: University Curriculum Chair
Step 5: Catalog Implementation
Step 6: CatTracks Implementation
4.4 COURSE PREFIX CHANGES

Prefix/Subject Code: Both terms are used within the Regents policy and refer to the same item, hereafter referred to as “prefix” (e.g. ENGL, ECON). A new prefix is created by contacting the Faculty Senate office to have the prefix added to the list of those available in Curriculog. A Prefix Proposal then needs to be generated in Curriculog. Though added to Curriculog, the prefix is not approved until the proposal is approved by the UCC Chair. The change will become effective at the beginning of the academic year following the catalog deadline.

4.5 SUBSTANTIVE COURSE PROPOSALS

Substantive course proposals include new courses, deletion of courses, changes in credit hours, or changes in course title or description that significantly alter the nature of the course, and prerequisite changes that affect other departments or significantly change the course. Course number changes from a lower division number to an upper division number are considered substantive. Splitting a course with a specific designation (e.g., DV) requires that both courses be resubmitted for approval.

Substantive course proposals that affect a program’s total credit hours will also require submission of a Substantive Program Proposal.

Proposals for cross-listed courses are required from all departments that intend to offer the course. The course title and number must be identical. The prefix will reflect each department.

4.6 DEADLINE FOR SUBSTANTIVE COURSE PROPOSALS

All substantive course proposals are to be submitted through Curriculog. New course proposals require use of the New Course Proposal form. Substantive changes to already-existing courses require use of the Substantive Course Revision form. All proposals must reach the University Curriculum Committee step in Curriculog at least one week in advance of the University Curriculum Committee meeting date. Deadline dates are located at the Faculty Senate Curriculum Committee page. For inclusion in the following year’s catalog, all proposals must be passed by UCC by their January meeting and passed by Faculty Senate by their February meeting.

For effective dates for proposal changes, see PPM 4-2a. Approved course changes that do not alter a program’s become effective the following semester. This includes elective courses or those with non-substantive changes.
4.7 SUBSTANTIVE COURSE PROPOSAL FORM

Substantive proposals must include a Course Proposal form and a course syllabus. See PPM 4-9a for additional syllabus information. A Program Revision form must also be included if the course revision results in a change in the program requirements as listed in the catalog.

The General Education Improvement and Assessment Committee (GEIAC) will review all new General Education Course proposals prior to the course coming to University Curriculum Committee for review (see sections 1.2 – 1.4 above).

The UCC assumes that additional costs and expenditures in terms of faculty, equipment, space, etc. have been considered by appropriate entities.

Answer the questions as fully as possible. Provide material to substantiate your answer.

*Developmental Mathematics Proposals* will need to have Mathematics Department approval before they go to the College of Science Curriculum Committee.

*The University Council on Teacher Education* must approve courses required in programs leading to secondary undergraduate teacher licensure before being submitted to the University Curriculum Committee. Be sure to allow time in the approval process to make it through UCTE and to University Curriculum a week before the UCC meeting.

The item regarding Library resources must be signed by the Library bibliographer. However, this step occurs after Faculty Senate approval.

**Course Syllabus**

The course outline must contain information about the number of contact hours per week, assignments, and the format of the course. Please see the University Curriculum Canvas Course for syllabus examples.
4.8 APPROVAL PROCESS FOR SUBSTANTIVE COURSE PROPOSALS

Step 1: Originator
Step 2: Department Chair (or Program Director if applicable)
Step 3: College Curriculum Committee
   a. Then to CTE Director (if applicable - If you desire this course to be considered for Perkins (Career Technical Education) funding please check this box, (even if you know it is not currently eligible but you are working toward that end). Call CTE @ x3473 if you have questions.)
Step 4: Dean of College
   a. Notification goes to Bibliographer
   b. Courses with a teaching designation then also need to be approved by the University Council in Teacher Education
   c. Graduate courses then need to be approved by Graduate Council
   d. Courses seeking a general education designation then need to be approved by GEIAC
Step 5: University Curriculum Committee
Step 6: Faculty Senate Executive Committee
Step 7: Faculty Senate
   a. If the program is now 50% or more online, it then needs to go to the Provost’s Office so NWCCU can be informed
   b. Bibliographer - if additional library support is needed
   c. President’s Council - if program name change
   d. Board of Trustees - if program name change
Step 10: Catalog Implementation
Step 11: CatTracks Implementation