

# **New Courses, Course Changes, Course Deletion**

## **UNIVERSITY OF THE DISTRICT OF COLUMBIA INTERIM ACADEMIC SENATE**

### **CURRICULUM PROPOSAL GUIDELINES: COURSE OFFERINGS**

The following procedure shall be used when any departmental course offering is to be initiated, modified, or eliminated. It includes review by appropriate committees and academic administrators in a time frame that will allow expeditious dispatch as indicated in the "Channel For Reviews." These procedures establish a system of review -- at the program, department, and college levels -- that ensures congruence with university objectives, resources, and desired academic standards.

#### **I. PREPARING THE PROPOSAL**

The initiator (individual or academic unit) shall provide the following information:

- A. The type of review requested
  - 1. New course(s)
  - 2. Course change(s)
  - 3. Course deletion
  - 4. Other (specify, e.g., interdisciplinary)
- B. Description of course, proposed change, course requirements, prerequisites, and syllabi as applicable.
- C. In reviewing a proposal for a new course, Program Coordinators, Department Curriculum Committees, Department Chairpersons, College Curriculum Committees, and College Deans will examine the course's feasibility in terms of the factors listed below. All applications shall address these factors, and all reviewers should include relevant commentary regarding these factors:
  - 1. Demonstration of need (including internal and external supporting data).
  - 2. Congruence with academic unit objectives and university mission (relationship to other existing program and courses).
  - 3. Avoidance of duplication or overlap with existing courses or programs
  - 4. Relationship with other programs/departments/schools/colleges/ with written response from those concerned.
  - 5. Standards of relevant accrediting agencies and/or professional societies, if appropriate.
  - 6. Number of students immediately affected if relevant. Projected enrollment if relevant.
  - 7. Effect on student development, employment or program effectiveness, if relevant.

8. Adequacy and appropriate qualification of current faculty and support staff. Identify additional needs if any.
  9. Adequacy of current facilities (offices, classrooms, labs, etc.), supplies and equipment, and library and technical resources.
  10. Estimated costs, available funds, and probable funding sources.
  11. Identify additional needs, if any.
- D. If the proposal is for course change(s) or course deletion(s), the following information should be provided in addition to relevant items required in item C above.
1. The number of students served during the past 4 academic years, itemized by semester (include graduates, majors, non-majors in courses, etc.).
  2. Rationale for proposal.
  3. Probable impact on unit.
  4. Faculty and staff affected.
- E. Proposed date of implementation or deletion.

## II. SUBMISSION OF PROPOSALS AND COMMENTS TO ASPPC

- A. Once a new course, course change, or course deletion has been approved by the College Dean, one (1) hard copy of the proposal (along with comments from appropriate levels, and with Transmittal Form with appropriate signatures as the cover sheet) shall be submitted by the initiator to the Chair of the Senate Academic Standards, Programs, and Policies Committee (ASPPC).
- B. An electronic copy of the proposal, in the form of a locked document (e.g., PDF file) shall also be submitted to the Chair of the ASPPC, who will then insure that this electronic copy is posted on the Academic Senate's "New Courses Approved" file on Blackboard.
- C. If timely action cannot be met at any level, the authority at that level must promptly inform all involved parties, including the ASPPC Chair. The ASPPC shall monitor such delays and make determinations on disposition of the proposal.

## III. CHANNEL FOR REVIEWS

- Step 1: Initiator (originator) through Program Coordinator (if applicable)  
Step 2: Department Curriculum Committee  
Step 3: Through the Dean to the School/College/Division Curriculum Committee  
Step 4: School/College/Division Dean/Director  
Step 5: Provost

**NOTES:**

The initiator is responsible for monitoring the progress of the proposal. Initiators should keep in mind that they need to submit applications quite early (see below) in the semester preceding the semester in which they hope to implement changes. At the time of course initiation, the initiator shall notify the ASPPC that a new course is being proposed, and a brief (one-page) summary should be included with that notification.

If, at any time, the course proposal is denied or withdrawn, the initiator shall inform the ASPPC of that action. If the initiator or a reviewer feels that timely action has not been taken at any level, and no adequate written explanation has been received, the initiator or reviewer may alert the ASPPC, which may then take responsibility for the application.

The Provost will ensure that the approved new course, course change, or course deletion is submitted for inclusion in University's Course Inventory File.

**IV CALENDAR DEADLINES**

New Course Proposals may be initiated in either the Fall or Spring Semester. Proposals must be reviewed and signed by the College Dean by the end of the ninth week of the semester prior to course implementation. Thus, the following timetable should be followed:

Course Proposal should be:

- 1) initiated and submitted through the Program Director (if appropriate) to the Department Curriculum Committee by the end of the second week of classes, and, if approved,
- 2) submitted by Department Curriculum Committee to the Department Chair by the end of the 4th week of classes, and, if approved,
- 3) submitted by the Department Chair, through the College Dean, to the College/School Curriculum Committee by the end of the 6th week of classes, and if approved,
- 4) submitted by the College/School Curriculum Committee to the College/School Dean by the end of the 8<sup>th</sup> week of classes.

**UNIVERSITY OF THE DISTRICT OF COLUMBIA  
UNIVERSITY SENATE  
ACADEMIC COURSES  
TRANSMITTAL FORM**

**TYPE OF REVIEW REQUESTED** \_\_\_\_\_

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**Initiated by (name, program/department, college/school)** **Date**

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**Program Coordinator (if required)** **Date**

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**Department Curriculum Committee Chair** **Date**

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**Department Chair** **Date**

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**College/School Curriculum Committee Chair** **Date**

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**College/School Dean/Director** **Date**

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**Provost** **Date**

**April 15, 2009, Interim Academic Senate Academic Standards, Programs, and Policies Committee (ASPPC).**