The College of Arts and Sciences
POLICY and PROCEDURES

For

COURSES: New and Changes - due October 1st

PROGRAMS - Majors/Minors/Graduate:
New and Changes - due October 15th

LIBERAL ARTS CORE REQUIREMENT ADDITIONS
- due October 31st

AND

CATALOG REVISIONS

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A. **COURSES**
Proposals for **new** courses, and all **changes** to existing courses, must be submitted (2 paper copies and an electronic copy) to:

Eileen Julian  
emjulian@syr.edu  
Office of the Associate Dean for Curriculum, Instruction and Programs  
441 Hall of Languages

by **October 1st, 2014**

The Course Proposal Form (2014 version) available at  
http://universitysenate.syr.edu/curricula/forms/course-proposal-form/  
must be sent to emjulian@syr.edu by October 1st.

Also available online are the policies, information and procedures for proposing and changing courses and programs:  
http://universitysenate.syr.edu/curricula/

1. **New Courses**

Course Proposal Form (2014 version) available at the Senate’s website:  
http://universitysenate.syr.edu/curricula/forms/course-proposal-form/  
and also needed

“Course Syllabus Template” a syllabus template also available at the Senate’s website:  
http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/ under Committee on Curriculum.  
This must be submitted with the Course Proposal Form for all new course and course regularization* proposals.

a) TWO PAPER COPIES of the COURSE PROPOSAL FORM AND COURSE SYLLABUS TEMPLATE, and

b) An ELECTRONIC VERSION IN WORD DOC to emjulian@syr.edu. Name each course proposal file by subject-number-type-form. Examples are as follows:

- Course Regularization* (course proposal form): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be:  
  geo-440-reg-cpf
- Course Regularization* (syllabus template): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be:  
  geo-440-reg-syllabus
- New Course: the file name of a new course, i.e., AAS 413 would be:  
  aas-413-new-(cpf or syllabus)
- Course Change: the file name of a course that is being changed, i.e., WGS 410 would be:  
  wgs-410-chg-(cpf or syllabus).
Completing the form:

Course Number
When assigning a new course number make sure the number is not currently in use in your department, and if previously used, has been dropped for at least the last five years.

If you have any questions when assigning a number please call the Office of Curriculum, Instruction and Programs (443-2014).

Consultation New Procedure!
Consultation with other departments or other schools are necessary if proposing a course similar in content to one already offered. For consultations in departments within the College of Arts and Sciences, contact the chair of the department. Submit the email response with the proposal, and then on Part B under Consultation on the Course Proposal Form add the name of the chair who was consulted, the date of the consultation, and the response. For consultations in departments outside of the College of Arts and Sciences, contact the Associate Dean of that College. The list for each college is on the Senate Curriculum website: [http://universitysenate.syr.edu/curricula/schoolcollege-consultation-contacts/](http://universitysenate.syr.edu/curricula/schoolcollege-consultation-contacts/). Submit email response, and then on Part B under Consultation on the Course Proposal Form add the name of the Associate Dean who was consulted, the date of the consultation, and the response. If there is consideration of cross-listing the course with another department or college, written approval from that department must accompany the proposal.

Cross-Listing
When cross-listing a course with another department or college, it is preferred that the cross-listing be submitted at the time the course is proposed. Written approval on the department’s letterhead must accompany the proposal. However, cross-listing can be done at another time after a course is regularized.

Double Numbered Courses
Double-numbered courses are regularly numbered courses that are listed in the course catalog with two numbers, one at the graduate level and one at the undergraduate level. Courses that “meet with” another course, or courses offered under a special topics number (300, 400, 500, 600) are not included in the definition of double-numbered courses.

- In general, double numbering of courses is to be avoided. Triple numbering of courses will not be considered.
- A new course proposal must include an academic justification for the double numbering. Enrollment issues alone are not justification for double numbering. An explanation of why a 500 level course is inappropriate in this instance should be included.
- New course proposals for double numbered courses must make clear the additional requirements for graduate students.
Librarian Consultation
When a new course is proposed, the appropriate subject librarian must be notified before the proposal is submitted. The Senate Committee on Curricula will withhold unless they see that the proposal and syllabus were sent to the librarian. On the form, you just need to indicate the librarian and date proposal sent, you do not need a reply included. If there is a reason that this consultation should not take place, you must explain in detail.

Outline, Bibliography and Syllabus
In place of the course syllabus, a new template (Course Syllabus Template) is required and must be submitted with the new course proposal form. It includes all the correct, mandated University Statements. This template, “Course Syllabus Template” is available at http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/ under the Senate Curriculum page. Just fill in the blanks from your current syllabus.

For specifics on proposing a new course, call the Office of the Associate Dean for Curriculum, Instruction and Programs, Eileen Julian (443-2014).

<table>
<thead>
<tr>
<th>Approval for all new courses is required of:</th>
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<tbody>
<tr>
<td>1. Department Curriculum Committee</td>
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<td>2. College of Arts and Sciences Curriculum Committee</td>
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<tr>
<td>3. College of Arts and Sciences Faculty</td>
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<td>4. Senate Committee on Curricula</td>
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<td>5. University Senate</td>
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2. Course Changes

Course Proposal Form copies required: TWO hard copies to: Eileen Julian, 441 Hall of Languages and one electronic copy to: emjulian@syr.edu
The template Course Syllabus for New Course is not necessary for course changes unless there is a major change to both the title and description of the course to make it appear as though it really should be proposed as a new course.

Course Number
When changing a course number make sure the new number is not currently in use in your department and if previously used, has been dropped for at least the last five years.

If you have any questions when assigning a number or any other specifics about changes, please call the Office of Curriculum, Instructions and Programs (443-2014).

B. PROGRAM CHANGES

All major and minor program changes need to be submitted to 441 Hall of Languages by October 15th with the following forms (2 paper copies and one electronic copy [in word.doc] to emjulian@syr.edu):
1. PROGRAM OF STUDY REQUIREMENTS CHANGE FORM
2. COVER SHEET FOR NEW OR REVISED PROGRAMS
3. CATALOG TEMPLATE (either the graduate or undergraduate depending on your program) to show how the new requirements will look in the catalog
C. NEW PROGRAM

The format for writing proposals for new programs can be requested from Eileen Julian or the Senate Recorder’s Office. Helpful information can be found on the Senate’s website at:
http://universitysenate.syr.edu/curricula/

The process for approval: New Procedure!
- Notify Associate Provost Andria Costello Staniec at costello@syr.edu
- And, if it is a graduate program, Associate Dean Gabrielle Chapman at ghchapma@syr.edu of the intention to propose a new program.

(A full proposal is not needed at this stage in the process. Provide the title, degree, and very brief description of the program and how it fits into the current curriculum.)

Upon receiving their approval proceed with:
- Departmental approval.
- The College of Art and Sciences approval: The full proposal (two paper copies) must be presented to the Office of Curriculum, Instruction and Programs, 441 Hall of Languages, and one electronic word document to Eileen Julian, emjulian@syr.edu for approval by the College of Arts and Sciences Curriculum Committee and faculty.
- Graduate School approval, if a graduate program: The full proposal must also be sent to Associate Dean Gabrielle Chapman at ghchapma@syr.edu. Graduate programs must be approved by the Graduate School before consideration by the University Senate Committee on Curricula. This will take place concurrent with the College’s review.

New programs are processed with the New York State Department of Education by the University Senate and the Dean of the Graduate School, who will notify departments when a letter of registration has been received from the New York State Department of Education. Programs cannot be advertised until this letter of registration is received.

Contact Eileen Julian, emjulian@syr.edu for correct forms and additional directions.
D. CATALOG CHANGES

In early spring announcements will be made to departments from the Office of the Associate Dean for Curriculum, Instruction, and Programs, 441 Hall of Languages, about the procedure to make changes to the upcoming Undergraduate and Graduate Online Course Catalog. Updates to the online catalog will be available in August.

E. LIBERAL ARTS CORE & GUIDEBOOK CHANGES

Proposals for courses to satisfy the various requirements of the Liberal Arts Core must be submitted by October 31st to emjulian@syr.edu

The forms required are available on The College’s internal website at: http://thecollege.syr.edu/administration/casinternal/index.html under Curriculum Forms and Guidelines.

In January, information on updates for the LAC Guidebook are distributed from the Office of the Associate Dean for Curriculum, Instruction and Programs, 441 Hall of Languages, to the departments to make changes to the upcoming LAC Guidebook. These changes can only be made if already approved by the Curriculum Committee of the College. The changes or corrections must be returned by the deadline given.