

KUTZTOWN UNIVERSITY CURRICULUM COMMITTEE // CURRICULUM PROPOSAL COVER SHEET

PROPOSAL TITLE:

COLLEGE:

PROGRAM/DEPT:

INITIATING FACULTY CONTACT:

EMAIL:

PHONE:

COLLEGE CURRICULUM COMMITTEE NUMBER:

TABLE 1: ACTION ITEMS (PLEASE CHECK ALL THAT APPLY)						DOCUMENTS (SEE TABLE 3)
A. Course:	New Course	Replace another course				2, 3, 5, 6, 8
B. Course:	Selected Topics course	One-Time-Only course				2, 3
C. Course:	Request for use in General Education under category					3
	First Year Seminar	A1	A2	<input type="checkbox"/> A3		
	A4	B	C1	<input type="checkbox"/> C2	D	
D Course: Change in	Number	Title	Prefix	Linked for repeat purposes		3, 8
E. Course: Change in	Addition of cross-listing	Deletion of cross-listing				3, 8
F. Course: Change in	Description	Objectives	Resources	Outline	Assessment	1, 2, 3, 6, 8
G. Course: Change in	Credit hours	Clock hours	Repeated for credit			2, 3
	Grading (Letter or pass/fail)					
H. Course: Change in	Prerequisites	Co-requisites				3, 6, 8
I. Course: Change in status	Place in archive	Retrieve from archive				2, 3, 8
J. Policy:	New policy	Change in policy				3
K. Program: New program	Undergraduate	Graduate				3, 5, 6, 7, 8
	Major	Minor	Concentration/Track	Certificate	Certification	
L. Program:	Change in title					3, 7
M. Program: Change in requirements	General Education	Major	Minor	Concentration/Track		3, 4, 5, 6, 7, 8
	Certificate	Certification	Credit Hours			
N. Program: Change in	Degree designation	Certificate level				3, 4, 5
O. Program: Change in status	Place in moratorium	Retrieve from moratorium				3, 5, 8, 9

TABLE 2: APPROVAL SEQUENCE	CHAIR'S SIGNATURE	DATE
a. Initiating Department:		
b. Interdisciplinary Program Committee (if required)		
c. Honors Committee (if required)		
d. College Curriculum Committee		
e. General Education Committee (if required)		
f. University Curriculum Committee		
g. University President		

TABLE 3: DOCUMENTS
(attach this cover sheet to the specified documents from the following list)
1. Current syllabus
2. New/Revised syllabus
3. Summary of request and rationale
4. Current program check sheet
5. New/Revised program check sheet
6. Assessment memo
7. 8-Semester course plan (Undergraduate major, tracks/concentrations only)
8. Collaborating department(s) approval (if relevant)
9. Teach-out plan (if relevant)

TABLE 4: EFFECTIVE DATE

Session:

Fall

Spring

Winter

Summer

Year: _____

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