Kutztown University
Curriculum Proposal Cover Sheet

Title:	College Curriculum Committee Number:
Contact Person: **Contact Info:**	

Table 1: Action Items (please check all that apply)	Documents (see Table 3)
☐ a. Course: ☐ New Course ☐ Replaces another course ☐ Linked for repeat purposes	2, 4, 8
☐ b. Course: ☐ Selected Topics course ☐ One-Time-Only course	2, 3
☐ c. Course: Request for use in General Education under category ☐ First Year Seminar ☐ A.1 ☐ A.2 ☐ A.3 ☐ A.4 ☐ B. ☐ C.1. ☐ C.2. ☐ D.	3
☐ d. Course: Change in ☐ number ☐ title	3, 4, 8, 10
☐ e. Course: Change in ☐ prefix ☐ addition of cross-listing ☐ deletion of cross-listing	4, 8
☐ f. Course: Change in ☐ description ☐ objectives ☐ resources	1, 2, 8, 10
☐ g. Course: Change in ☐ outline ☐ assessment	1, 2, 8, 10
☐ h. Course: Change in ☐ credit hours ☐ clock hours ☐ repeated for credit ☐ grading pass/fail	2, 4, 8
☐ i. Course: Change in ☐ prerequisites ☐ co-requisites	3, 8, 10
☐ j. Course: Change in status ☐ archive ☐ retrieve from archive	3, 10
☐ k. Policy: ☐ New policy ☐ Change in policy	4
☐ l. Program: New program ☐ Graduate ☐ Major ☐ Minor ☐ Concentration/Track ☐ Certificate ☐ Certification	4, 6, 8, 9
☐ m. Program: ☐ Change in title	3, 8, 9
☐ n. Program: Change in requirements ☐ General Education ☐ Major ☐ Minor ☐ Concentration/Track ☐ Concomitant ☐ Certification ☐ Certificate ☐ Graduate	4, 5, 6, 8, 9
☐ o. Program: ☐ Change in credit hours	4, 5, 6, 8, 9
☐ p. Program: ☐ Change in degree designation	4, 5, 6
☐ q. Program: ☐ Change in certificate	4, 5, 6
☐ r. Program: ☐ Change in status ☐ place in moratorium ☐ retrieve from moratorium	4

Table 2: Approval Sequence	Date Approved	Date Rejected	Chair's Signature
A. Initiating Department:			
B. Interdisciplinary Program Committee (if required—see back)			
C. Honors Committee (if required—see back)			
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. Old syllabus	4. Full descriptive rationale	7. Descriptive memo	10. Collaborating department(s) approval (if relevant)
2. New syllabus	5. Old program check sheet	8. Assessment memo	
3. Summary of request	6. New program check sheet	9. 8-Semester course plan	

Table 4: Effective Date	
Session: ☐ Fall, ☐ Winter, ☐ Spring, ☐ Summer I, ☐ Summer II	Year

Instructions for Completing the Curriculum Proposal Cover Sheet

Title/Name	If the proposal is for new course, policy, or program, this is the name it is *to be* called.
	If the proposal is for a change in name, use the *new* name.
	If the proposal is for a change to an existing course, policy, or program, use the *current* name.
Contact Person/Phone	This is the person to be contacted if any of the approving bodies have any questions.
Identification Number	This is a 3-letter, 5-number designation assigned by the chair of the College Curriculum Committee or the chair of the Interdisciplinary Program Committee for tracking purposes (e.g., LAS 08013).
Table 1: Action Items	Check as many boxes as are appropriate for the proposal.
Table 2: Approval Sequence	This list is an abbreviated version of the "Routing Procedures" for curriculum proposals, as fully detailed in the UCC's Bylaws. A. Initiating Department: required of all course and program proposals. B. Interdisciplinary Program Committee: required only if the proposal impacts an interdisciplinary program (e.g., Women's Studies). C. Honors Committee: required only if the proposal impacts the Honors Program (e.g., the course has an HON prefix). D. College Curriculum Committee: required of all course and program proposals, both undergraduate and graduate. E. General Education Committee: required only if the proposal impacts General Education. F. University Curriculum Committee: required for all proposals. G. University President: required for all proposals. If you are not sure exactly which approvals are necessary, contact your representative to the UCC. It is generally the responsibility of the contact person to obtain the approvals of all appropriate bodies.
Routing notes	Selected Topics courses and One-Time Only courses are sent directly to UCC after approval at the department level. If this proposal impacts other courses/programs, then consult with other departments *prior* to submission of the proposal to your College Curriculum Committee. Course with more than one prefix must be approved by all involved colleges.
Table 3: Documents	The 3rd column of Table 1, list supporting documents required for a proposal. If these documents are missing, the proposal may be tabled. Four of the categories require a short explanation: 3. Summary of request: A statement that provides specific details to justify the proposal beyond the information on the cover sheet. For example, if the proposal is for a change in course title, then the summary of request would include both the old and new titles. 8. Assessment Memo: a) List the data that informed the decision-making for the proposal; b) Include a copy of the program-level curriculum map highlighting where the course fits; c) Explain how the course fits into the program's assessment plan. 10. If the proposal impacts other courses/programs, then consult with affected department and attach e-mail communication prior to submission of the proposal to your College Curriculum Committee. Courses with more than one prefix must be approved by all involved colleges.
Table 4: Effective Date	Check the appropriate box, and fill in the year. In order to guarantee that a course proposal is included on the Spring schedule the President must approve the proposal by October 1. In order to guarantee a course proposal is included on the Fall schedule, the President must approve the proposal by March 1. New program and program versions are effective the corresponding semester of the following academic year after they have been passed by the UCC. The UCC reserves the right to grant exceptions in unique circumstances.
UCC website	https://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm