

KUTZTOWN UNIVERSITY

Curriculum Proposal Cover Sheet

revised 8/13

Title/Name	Contact College Curriculum Committee Chair for Identification Number
(Course, Program, Policy)	
Contact Person:	Phone:

Table 1: Action Items (please check the appropriate boxes)	Documents (see Table 3)
<input type="checkbox"/> a. Course: Specific topic for a previously-approved <input type="checkbox"/> Generic course (e.g., Selected Topics), or <input type="checkbox"/> One-Time-Only course	2
<input type="checkbox"/> b. Course: Request to offer an existing course via Distance Education	7
<input type="checkbox"/> c. Course: New Course (<input type="checkbox"/> replaces another course <input type="checkbox"/> linked for repeats purposes)	2 (3)
<input type="checkbox"/> d. Course: Request for use in "old" General Education Category <input type="checkbox"/> I, <input type="checkbox"/> II, <input type="checkbox"/> III, <input type="checkbox"/> IV, <input type="checkbox"/> V	3
<input type="checkbox"/> e. Course: Change in title	3
<input type="checkbox"/> f. Course: Change in <input type="checkbox"/> prefix, <input type="checkbox"/> addition of cross-listing, or <input type="checkbox"/> deletion of cross-listing	4
<input type="checkbox"/> g. Course: Change in number	3
<input type="checkbox"/> h. Course: Change in <input type="checkbox"/> description and/or <input type="checkbox"/> syllabus	1, 2
<input type="checkbox"/> i. Course: Change in <input type="checkbox"/> credit hours, <input type="checkbox"/> clock hours, or <input type="checkbox"/> load hour equivalent (LHE)	4
<input type="checkbox"/> j. Course: Change in <input type="checkbox"/> prerequisites or <input type="checkbox"/> corequisites	3
<input type="checkbox"/> k. Course: Change in status (<input type="checkbox"/> delete from Course Master, <input type="checkbox"/> archive, or <input type="checkbox"/> de-archive	3
<input type="checkbox"/> l. Policy: New policy (<input type="checkbox"/> University, <input type="checkbox"/> College, or <input type="checkbox"/> Department)	4
<input type="checkbox"/> m. Policy: Change in policy (<input type="checkbox"/> University, <input type="checkbox"/> College, or <input type="checkbox"/> Department)	4
<input type="checkbox"/> n. Program: New Program (<input type="checkbox"/> Major, <input type="checkbox"/> Minor, <input type="checkbox"/> Concentration, <input type="checkbox"/> Track, or <input type="checkbox"/> Certification)	4, 6
<input type="checkbox"/> o. Program: Change in title	3
<input type="checkbox"/> p. Program: Change in requirements (<input type="checkbox"/> Gen Ed, <input type="checkbox"/> Major, <input type="checkbox"/> Minor, <input type="checkbox"/> Concentration, or <input type="checkbox"/> Concomitant)	4, 5, 6
<input type="checkbox"/> q. Program: Change in electives (<input type="checkbox"/> Gen Ed, <input type="checkbox"/> Major, <input type="checkbox"/> Minor, <input type="checkbox"/> Concentration, or <input type="checkbox"/> Concomitant)	4, 5, 6
<input type="checkbox"/> r. Program: Change in credit hours (<input type="checkbox"/> total or <input type="checkbox"/> partial)	4, 5, 6
<input type="checkbox"/> s. Program: Change in required course level	3
<input type="checkbox"/> t. Program: Change in eligibility requirements	3
<input type="checkbox"/> u. Program: Change in degree designation	4, 5, 6
<input type="checkbox"/> v. Program: Change in certification program	4, 5, 6
<input type="checkbox"/> w. Program: Change in status (<input type="checkbox"/> delete, <input type="checkbox"/> place in moratorium, or <input type="checkbox"/> remove 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. Council for Teacher Ed (if required—see back)			
F. Graduate Council (if required—see back)			
G. University Curriculum Committee			
H. University President			

- Specific topics for Generic courses (e.g., Selected Topics), course titles for One-Time-Only courses, EDW courses, and Distance Education offerings are sent directly to the UCC after approval at the department level.
- Courses with more than one prefix must be approved by all involved colleges.
- If this proposal impacts other courses/programs, then consult with other departments *prior* to submission of the proposal to your College Curriculum Committee.

Table 3: Documents (attach this cover sheet to the specified documents from the following list)			
1. Old syllabus	3. Summary of request	5. Old program checksheet	7. Descriptive memo
2. New syllabus	4. Full descriptive rationale	6. New program checksheet	

Table 4: Effective Date	
Session: <input type="checkbox"/> Fall, <input type="checkbox"/> Winter, <input type="checkbox"/> Spring, <input type="checkbox"/> Summer I, <input type="checkbox"/> Summer II	Year

Directions for Completing the Curriculum Proposal Cover Sheet

Paper Color	<p>The color of paper used for this cover sheet signifies the originating body:</p> <p>Interdisciplinary Programs: tan College of Business: green College of Education: blue College of Liberal Arts & Sciences: yellow College of Visual & Performing Arts: white Graduate Studies: pink</p>
Title/Name	<p>If the proposal is for new course, policy, or program, this is the name it is to be called.</p> <p>If the proposal is for a change to an existing course, policy, or program, this is its <i>current</i> name (or its <i>new</i> name if a title change is requested).</p>
Contact Person/Phone	<p>This is the person to be contacted if any of the approving bodies have any questions.</p>
Identification Number	<p>This is a 3-letter, 4-number designation assigned by the chair of the College Curriculum Committee, the Dean of Graduate Studies, or the chair of the Interdisciplinary Program Committee for tracking purposes (e.g., LAS0813).</p>
Table 1: Action Items	<p>Check as many boxes as are appropriate for the proposal.</p>
Table 2: Approval Sequence	<p>This list is an abbreviated version of the “Routing Procedures” for curriculum proposals, as fully detailed in the UCC’s Bylaws.</p> <ul style="list-style-type: none"> A. Initiating Department: required of all course and program proposals (please fill in the name of your department). 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. Council for Teacher Education: required only if the proposal impacts education programs. F. University Curriculum Committee: required for all proposals. G. University President: required for all proposals. <p>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.</p>
Table 3: Documents	<p>Included in Table 1 is a listing of which supporting documents are required depending on the nature of the proposal. The inclusion with your proposal of the designated documents will help expedite approval. With the following two exceptions, the list should be self explanatory:</p> <ul style="list-style-type: none"> 3. Summary of request: Because this cover sheet has been kept as brief as possible, it is sometimes helpful if an additional statement or two is included that more fully describes the proposal, including the specifics for which there is no room on the form. For example, if the proposal is for a change in course or program title, then the summary of request would include both the old and new title; if the request is for use in Gen Ed, then the summary of request would detail in which categories; etc. 4. Full descriptive rationale: As the word rationale implies, this document should set forth the reason(s) for the proposal, why it is necessary, what its impact will be, etc.
Table 4: Effective Date	<p>Check the appropriate box, and fill in the year.</p> <p>In order to <i>guarantee</i> that a course proposal be included in the printing of the Spring “Master Schedule” booklet, the President must approve the proposal by October 1, and to be included in the printing of the Fall “Master Schedule” booklet, by March 1. Nevertheless, both the administration and the UCC have pledged to try to include any proposals that do not strictly meet these deadlines.</p> <p>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.</p>