

Instructions for Completing and Submitting Proposals to SCAA

Reference ‘Additional Guidelines for Submission of Course Proposals: Inclusion of Requirements and Plans of Study for Majors, Minors or Concentrations’ located in Share Point and at the end of this document.

SIGNATURES MUST BE ON THE FORMS BEFORE SUBMISSION.

Form to use: **NEW COURSE FORM/COURSE CHANGE LONG FORM**

When the forms are completed, a syllabus must be submitted for each course. The recommended syllabus outline can be found on the Provost website.

Proposals must be submitted electronically via Share Point. Each Academic Unit has authorized personnel to submit proposals via SharePoint to the Senate Committee on Academic Affairs (SCAA).

Submit proposal with a cover letter explaining the submission.

The checklist below is followed by instructions for completing the form.

- ___ Cover letter explaining the submission
- ___ New Course Form/Course Change Long Form (s) filled out and signed
- ___ **All** required signatures on all forms
- ___ Side-by-side list of current program requirements and proposed requirements if the proposed course is required for any major, minor or concentration
- ___ Current plans of study and revised plans of study incorporating the proposed new courses, including options for 5COP, 4COP or non-coop if appropriate
- ___ **Share Point (electronic) copy** of packet submitted to senate@drexel.edu

INSTRUCTIONS FOR COMPLETING THE FORM

1. Type in proposed subject code & number. You cannot use a subject code/number combination that has been used before. Once a number has been used for a course, even if the course is inactive, you cannot use the same number. Example: If a course is BIO 343, you cannot decide to change the number of course BIO 343 to BIO XXX and make a new course BIO 343. Once a number has been used for a course, even if the course is inactive, you cannot use the same number. Courses offered on a semester calendar end in "S", i.e. BIO 343S. No course proposals should be submitted with a section number, i.e. BIO 43S-01.
2. Enter the title of the course. This field has a 30-character limit.
3. Skip this item if the course is new.
4. Enter a 17 character abbreviated title.
5. Enter the name of the offering unit and enter the organization code.
6. If a course is to be removed from the catalog, enter the course here. Do not enter the course if it is removed from one major but must be taken by other majors.
7. If item #6 is relevant, enter the term the course should be removed from the catalog.
8. Check the level of the course.
9. Enter the credits including the breakdown of the credits.
10. Enter the prerequisites or check NONE. If you enter prerequisites you can enter the highest course in the sequence and not enter all the courses in a sequence. For example, if ENGL 103 is required as a prerequisite and ENGL 101 and ENGL 102 are required to take ENGL 103, you can enter ENGL 103. Do not enter a general pre-requisite such as 'Any Stat Course'.
11. Enter the co-requisites or check NONE. Do not enter a general co-requisite such as 'Any Stat Course'.
12. Enter the restrictions or check NONE.
13. **Most courses cannot be repeated for credit.** Any course can be repeated but the first time the student passes the course, the credits are counted and the grades are averaged into the GPA. If a student chooses to repeat a course that was passed, the grade is averaged into the GPA but the credits are not counted again. For example, if a student gets a C in ENGL 101, the student gets 3 credits for the course. If the student elects to take the course again, the new grade will also be averaged into the GPA but the second 3 credits will not count toward graduation. There are some courses that can be repeated for credit, i.e. special topics, research, independent study. This means that each time the student passes the course, the credits accumulate toward total credits completed. If you are proposing a course that can be repeated for credit, check YES. Otherwise, check NO. If you check yes, indicate how many **TOTAL** times a course can be taken. This includes the first time plus any additional times. Indicate the total number of credits, i.e. the course can be repeated 2 times (taken the first time

and then taken again) for a total of 6 credits.

14. List special facilities or equipment required or check NO. If special equipment has to be purchased, please indicate whether or not funds have been approved for this purchase.

15. Enter a catalog description of approximately 50 words. Please check spelling and grammar because this description will be in the catalog.

16. Please check the grading method.

17. Please indicate whether or not a course will have an “In-progress option”. Example of an in-progress option: A student has to take 3 courses in 3 quarters of senior design but the first two courses will not be graded until the third course is completed. The student will get an in-progress grade in each of the first two courses and then the in-progress grades will be changed when the final course is completed and graded.

18. Indicate what majors, minors or concentrations are required to take the course. If this is a requirement for a major, minor or concentration, submit a list of all currently required courses with a list of proposed new requirements including the proposed course (s). If the course is required for a major, include in the packet plans of study showing the current requirements for all majors impacted by the new requirement and plans of study showing the proposed requirements. Plans of study are required for all options, i.e. 4COP, 5COP, no co- op, etc. Indicate on the form what majors, minors or concentrations might take this course as an elective.

19. Expected audience: check all that apply.

20. Expected enrollments: complete all that apply.

21. Expected term of first offering. Be realistic about the term you enter. For example, we cannot get a course into the fall catalog if the course is approved September 1st. It takes time for a proposal to go through SCAA and the Senate and then through the Provost’s office. It then has to be entered into the catalog by OUR, Office of the University Registrar, and then added to the term master schedule. PLAN AHEAD. Follow the schedule for proposal submissions.

22. Complete the proposed instructor information.

23. Describe how the course relates to the programs in the department with a statement regarding the justification for developing and offering the course.

24. List the most closely related course that is not in your department or your college. Get a signature from the head of the department teaching the most closely related course. This is required so that duplicate courses do not get approved and so that the resources of the university are maximized. SCAA will not review proposals that do not have a signature. If you cannot find a course that is closely related, speak to your representative on SCAA for suggestions. It is your responsibility to do the research and request signatures.

25. List any additional resources that might be required including faculty or other staff members. Please indicate whether or not funding has been approved for these sources.

26. Please list the details about the proposed course having been taught as special topics, if appropriate. Not all new submissions are required to have been taught as special topics.

ALL REQUIRED SIGNATURES MUST BE ON THE FORMS BEFORE SUBMISSION.

Additional Guidelines for Submission of Course Proposals: Inclusion of Requirements and Plans of Study for Majors, Minors or Concentrations.

Note about timing of proposal submissions: The date your proposals are submitted will determine what academic year the changes appear in the catalog. Changes do not appear in the catalog as soon as the proposals are approved. The Office of the Registrar locks the content of the catalog for any given academic year and once that happens, changes might not appear in the catalog until the next academic year.

When a proposal for a course change is approved (for example title change, credit change, and description change) the necessary changes will be made to DegreeWorks and the catalog. We will search to see what majors have the course as a requirement or elective and make the change.

It is not always obvious what courses should be entered into the systems as equivalents when course numbers are changed. If a course is supposed to be entered into the system as an equivalent of another course, it would be helpful if this was explained on the section of the form called Type of Change after you enter the type of change.

New Course Form/Course Change Long Form

New course

If the request is for a new course number and/or a new subject code, please consider this a new course and complete the entire form. Subject/Course number combinations that have been used cannot be used again.

Course Change

To change prerequisites, co-requisites, grading method, or restrictions use the Course Change Short Form. For all other changes, use this form.

Type of Change: _____
(i.e. course title, number of credits, course description.) All signatures are required.

PLEASE TYPE IN COURSE DATA

When a course is approved that will be a required course for a current major or majors, please submit a list of requirements and plans of study for each major affected by the change. For example, if two new courses are proposed as being requirements for a major, it is necessary to know if the credits are increased for the major or if courses are removed to keep the credits the same. The only way we can know that is if a list of requirements and plans of study are attached to the proposal. SCAA is requiring that the list of requirements and plans of study be submitted before the proposals can be approved.

If the course proposal indicates that the course is required for more than one major in the college or in another college, requirements and plans of study for all majors affected by the change have to be submitted.

If the course is an elective for one or more majors, please state how the course fits into the major, i.e. professional elective, liberal studies elective, etc.

Any changes to minors or concentrations introduced with course proposals require that a list of requirements be submitted with the course proposals.

A list of course requirements and plans of study are required for all proposals for new majors, minors or concentrations.

SCAA has been requesting lists of requirements and plans of study from the colleges for several years. This is a reminder of what is required.