

PROCEDURES AND PROCESSES OF COURSE APPROVAL

1. Start early to plan the course and consult regularly with one or more faculty as the idea unfolds.
2. Alert the convener of Curricular Policy Committee or the Registrar that a course proposal is coming.
3. The proposal is due to the Registrar's Office or the convener of CPC, by the end of the 4th week of the semester prior to the semester in which the course will be offered. This is to allow time for CPC to consider and approve the proposal and for it to be included in the listing of courses for the coming semester. (Those making a proposal are encouraged not to wait until deadline to submit the proposal. If CPC has questions about a proposal which delays approval, the course may not be listed in registration material.)
4. CPC will consider the proposal as soon after submission as the committee's schedule will allow and every effort will be made to act on it before registration for the semester in which the course is offered.
5. Once the course is approved the Registrar's Office will assign an appropriate course reference number in consultation with the department.

COURSE PROPOSAL FORM

For courses to be added long-term to the curriculum

As you plan your new course CPC recommends that you review Earlham's mission statement (<http://www.earlham.edu/mission.html>) and any applicable institutional, departmental, and programmatic goals established by various reviews and assessments. CPC invites, as part of this proposal, comments about congruence of this course with appropriate aspects of Earlham's current mission statement, diversity aspirations, and institutional strategic goals.

Please respond, in order, to all of the following items, numbering your responses to correspond with this form. Send your proposal as an attachment in .doc and .pdf formats to the convener of CPC to begin the approval process.

1.
 - A. What is the proposed course title?
 - B. What is the intended academic level of the course?
 - B. Will the course carry prerequisites?
 - C. Course credit in semester-hours?
 - D. Describe the students for whom this course is intended.
2. Explain how this course is to be staffed within the academic department/program? (replacing an existing course, offering an existing course less frequently, additional commitment by current faculty, new faculty?)

3. Describe the objectives of the proposed course, the scope, and (if relevant) any particular topics to be covered.
4. Provide a sample required reading list or a description of other instructional materials you will require in this course.
5. Describe the format of the proposed course.
6. Describe the nature of required assignments in this course as specifically as possible.
7. On what basis will grades be assigned?
8. Will this course require the purchase of any new equipment? What is the cost and how will it be funded? Who will be the users of this equipment? Will it be serving other departments? To what extent?
9. Will this course require the purchase of new library holdings? In what media do these new holdings need to be?
10. What other academic departments/programs support this curricular offering through staffing? Through other what other types of resources?
11. A. What impact will offering this course have on the staffing of other departments and programs? How has this been resolved? With whom was the resolution reached?
B. What impact will offering this course have on the requirements of majors, minors and other curricular programming of students of other departments and programs? How has this been resolved? With who was the resolution reached?
12. Offer a rationale for including the proposed course in Earlham's curriculum.
13. If this course is to fulfill a general education requirement, which requirement are you requesting the course fulfill? Explain how the course meets the learning goals of this requirement? (Please refer to the current learning goals for general education (<http://www.earlham.edu/curriculumguide/academics/genedintro.html>) and the learning goals of individual requirements. (<http://www.earlham.edu/curriculumguide/academics/gened.html>))

Curricular Policy Committee
February, 2009