



Curriculum Proposal Form 2020-21 Curriculum and Academic Policy Committee

Please use this set of forms for all proposals to the Curriculum and Academic Policy Committee.

- A cover sheet is required for all proposals. A single cover sheet, however, may suffice for multiple proposals (two new courses proposed by the same department, for example). Along with the cover sheet, submit the appropriate number of any relevant forms.
- Note that any proposal affecting general education must first be submitted to the Core Curriculum Committee for its review and approval.
- Completed and signed forms are due no later than the *Monday before the meeting* of the Curriculum and Academic Policy Committee at which the proposal will be considered. Submit one signed original hard copy and a scanned electronic copy with *all signatures* to the Office of the Provost.

Originator: Name _____ Phone _____
 Department _____ Email _____

Proposal Title: _____

Check only one type of proposal:

- New Course _____ Number if more than one being proposed
- Revision(s) to Existing Course _____ Number if more than one course being proposed
- Program Revision
- General Education Core Revision. Only the Core Curriculum Committee may submit proposals affecting the General Education Core.
- New Program. Instructions for proposing a new program are detailed in Appendix B of the Faculty Handbook. Please develop the proposal according to those guidelines, then, at the appropriate stage in the process, append the proposal to this form.
- Other (Specify) _____
- Will the proposal: require a significant departure, either in academic content or method of delivery; add a new degree or credential level; substantially increase the number of hours required for completion of a program; establish an off-campus site; close a program or off-campus site; or require a collaborative academic arrangement with another institution? If so, the proposal must be reviewed by the SACSCOC Accreditation Liaison.

Signatures, as appropriate:

Originator _____	Date _____
Program Coordinator _____	Date _____
Division Chair _____	Date _____
Registrar _____	Date _____
Coordinator of Affected Program(s) _____	Date _____
_____	Date _____
SACSCOC Accreditation Liaison _____	Date _____

Cover Sheet

New Course Proposal

1. Title of Course:

Proposed Course Number (must be approved by Registrar):

**Course Type: Lecture/Lab/Studio/Independent
 Study/Research/Practicum/Clinical/Performance/Other**

Pre-Requisite(s): Minimum acceptable grade required for any prerequisite(s):

Co-Requisite(s):

Other Course Restrictions (junior standing, majors only, etc.):

Credit Hours: Please justify.

Is the course cross-listed? If so, with what course(s)?

Is the course repeatable for credit toward graduation? If so, is there a limit to the number of times?

Will the course carry any fees? If so, how much? Please explain.

2. Course Description as it will appear in the Catalog:

3. Attach a sample syllabus that includes:

- **A statement of purpose**
- **Course learning objectives and how the objectives will be accomplished**
- **Textbook and reference information**
- **A weekly content and assignment calendar**
- **A grading schematic and any additional information relevant to this review.**

4. For whom is the course primarily intended?

5. How does this course fit into the program requirements (elective, required for major, elective for another program, required by another program, etc.)?

6. How will the addition of this course affect the total hours required for graduation?

7. When and on what rotation will the course be offered?

8. What is the anticipated enrollment for this course?

9. How will the course be staffed?

10. Will the course require any special equipment, particular classroom, or costs beyond those usually associated with a course at MMC? If yes, please explain.

PLEASE COMPLETE A SEPARATE FORM FOR EACH NEW COURSE PROPOSED

Proposed Revision(s) to an Existing Course

1. **Title of Course:**
2. **Course Description as it Currently Appears in the Catalog:**
3. **Check and Supply a Rationale for All that Apply:**
 - Course Title Change**
 - Substantive Change to Course Description**
 - Course Number Change**
 - Credit Hour Change**
 - Pre- or Co-Requisite Change**
 - Added or Deleted Cross-Listing**
 - Delete Course from Catalog**
 - Other**
4. **Revised Course Description as it Will Appear in the Catalog:**

**PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE
PROPOSED**

Proposed Revisions to a Program

- 1. Which category or categories best describe the program change being proposed:**

Changes to

- Major**
- Minor**
- Concentration**
- Certificate**
- Interdisciplinary Program**
- Other**

- 2. Summarize the changes being proposed and the rationale for the changes:**
- 3. Will the proposed changes affect other programs? If so, which ones? Have the affected programs been consulted?**
- 4. Will the proposed changes add any new courses? If so, attach the appropriate forms.**
- 5. Will the proposed changes revise any existing courses? If so, attach the appropriate forms.**
- 6. Please attach current Catalog copy edited to indicate clearly the proposed changes (either an edited Word document tracking changes or a legible hand-edited copy).**

ADDITIONAL INFORMATION