

**Instructions for Completing the  
University Curriculum Committee's Course Proposal Form  
for Courses Numbered 0001 – 4999**

**Important:**

- Use this form *only* for courses numbered between 0001 and 4999. Courses numbered 5000 and above should be submitted to the Graduate Curriculum Committee.
- Specific guidelines for submitting curriculum revision packages can be found at:  
<http://www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm>.

**General Instructions:**

- Each box on the form must be completed.
- To type in a box, merely put your cursor in the box, left-click once with the mouse, and type.
- Save the form as a Microsoft Word document, and submit electronically according to the instructions for submitting curriculum packages found at:  
[www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm](http://www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm).

**Instructions for Each Item on Course Proposal Form:**

The instructions numbered below refer to each numbered box on the UCC Course Proposal Form. Please complete the form in its entirety according to the following directions.

1. List the prefix and course number for the course, (e.g., MATH 4331 or EXSS 4807).
2. Type in the date the form was completed in the format: mm/dd/20yy
3. Put an “X” in the appropriate box. Remember that if you are requesting approval for a new course, before choosing the course number you must first obtain e-mail verification from the Office of the Registrar giving their approval for the number you desire. If you are renumbering a course, type in the old and new numbers in the appropriate boxes. Otherwise, leave those two boxes blank. Forward the registrar’s e-mail verification to the UCC chair with your curriculum package.
4. Method of delivery (check all boxes that apply for both current/proposed and expected future delivery methods within the next three year). If a course is offered by section in more than one method, check all that apply. Put an “X” in the appropriate boxes representing the following categories: on-campus (face to face), distance (face to face off campus), or online (delivery of 50% or more of the instruction is offered online).
5. Type in the reason why your unit wishes to offer this course. The justification must indicate how the course responds to the assessment of student learning in the academic program. Cite specific outcomes of unit assessment of student progress, unit self-assessment, and evidence of student learning which led to the development of the course. If course is recommended to meet the standards of certain accrediting agencies, provide documentation as part of the curriculum package. The course justification should refer to a program assessment of the unit’s curriculum and/or specify that faculty were involved in the development process.

1. Type in the course description as it should appear in the catalog. Include the course prefix, number, title, s.h. credit, and description in the correct order. When applicable, also include service-learning and writing intensive credit, semester(s) offering, foundations curriculum credit, formerly or same as statement(s), lecture/lab/practicum hours, credit statements (“may not count toward” or “for a maximum of”), prerequisites/corequisites, etc. Please use correct punctuation to prevent clerical errors from appearing in the final version of the catalog. Here is an example:

**ITAL 2200. Italian Literature (3,0) (SL\*) (WI\*) (F) (FC:HU) Formerly ITAL 1200**  
3 lecture and 2 lab hours per week. May not be used to satisfy a language requirement.  
P: ITAL 2199 or consent of instructor; C: ITAL 2201. Selected works in Italian literature.

2. If the requested action is the revision of an existing course, briefly describe the change(s).
3. Identify if the new/revised course will be a required and/or elective course in one of the degrees/minors/certificates offered by your unit by typing “yes” or “no” in each box.
4. If writing intensive (WI) credit is requested, the Writing Across the Curriculum (WAC) Committee must approve WI credit prior to consideration by the UCC. Identify if this course is seeking WI credit by typing “yes” or “no” in the first box. If Yes, identify if all sections of this course will be offered as WI by typing “yes” or “no” in the second box. If only selected sections will be writing intensive, the catalog description should read (WI\*).
5. If service-learning (SL) credit is requested, the University Service-Learning Committee (USLC) must approve SL credit prior to consideration by the UCC. Identify if this course is seeking SL credit by typing “yes” or “no” in the first box. If Yes, identify if all sections of this course will be offered as SL by typing “yes” or “no” in the second box. If only selected sections will be service-learning, the catalog description should read (SL\*).
6. If foundations curriculum (FC) credit is requested, the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee must approve FC credit prior to consideration by the UCC. If FC credit has been approved by the FCIE, then put an “X” in the appropriate box (check at most one).
7. Identify the number of contact hours and semester hours and place those figures in the appropriate boxes. Compute the total number of semester hours and type that figure in the appropriate box.
8. Type in the estimated annual student enrollment for the proposed course.
9. Type in the appropriate box the degree(s) and or course(s) at both the undergraduate and graduate levels, if any, for which this course is required or is a prerequisite. Include any changes in credit hours required for degree. It is the responsibility of the unit submitting this proposal to cite the appropriate PDF pages to ensure catalog revision. To obtain a list of references for where a course is listed in a degree or as a prerequisite for another course, access the search tool (binoculars icon) in the current PDF version of the catalog.

10. If there is any overlap or duplication of the proposed course with existing ECU courses, the proposing unit must contact the affected units/programs and forward their responses electronically to the UCC. Type an “X” in the appropriate box. The UCC does not require that you obtain APPROVAL from other units/programs, just that you NOTIFY them a minimum of two weeks in advance and obtain a response or your proposal may be tabled. If your proposal overlaps with an existing course/program that you did not identify, your proposal will be tabled until a written response is received from the affected unit.
11. Does the proposed curriculum revision have any effect on course(s) required for teacher education? If so, approval for the change must be obtained by the Council for Teacher Education (CTE) before submitting the course for approval by the UCC. Type an “X” in the appropriate box. Information regarding CTE can be accessed in Microsoft Outlook, Public Folders, Council for Teacher Education.
12. Type an “X” in the appropriate box.
13. A memorandum, signed by the unit administrator (chair, dean, etc.), must be attached that addresses the budgetary and personnel impact of the curriculum proposal. Type an “X” in the appropriate box in each of the five sections.
14. Insert the syllabus for the course, following the guidelines on the form. The syllabus should include text(s) or readings, course objectives, course content outline, and the course assignments and grading plan. Do not include instructor names, policies, or other instructor-specific information (e.g., academic dishonesty policies, etc.).