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 (GCC).
• Specific guidelines for submitting curriculum revision packages can be found at: http://www.ecu.edu/cs-acad/sonline/cu/curriculum.cfm.

General Instructions:

• Each box on the form must be completed.
• To type in a box, 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/sonline/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. Course Prefix and Number. List the prefix and course number for the course, (e.g., MATH 4331 or EXSS 4807).

2. Date. Type in the date the form was completed in the format: mm/dd/20yy

3. Requested Action. 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 Diane Coltraine (coltrainem@ecu.edu), Office of the Registrar granting 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 mailbox as part of your curriculum package.

4. Method(s) of delivery. Check all boxes that apply for both current/proposed and expected future delivery methods (within the next three years). 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. Justification for new course, revision, unbanking, or renumbering. Type in the reason (a) why your unit wishes to offer this course, (b) identify a gap, (c) describe how the course responds to the assessment of student learning, and (d) identify who was involved in the assessment of the program. Be specific.

Examples for (a):
• Provide information that the course is required to meet standards of a specific accrediting agency.
• Response to programmatic review.

Example for (b):
• A national report about skills that graduates with a particular degree need for the workplace. This would be considered an evidence-based reason to propose a new course.

Example for (c):
• Cite specific results from unit assessment of program curriculum and/or student learning outcomes that led to development of the proposed course.

Examples for (d):
• Specify that unit faculty reviewed and approved adding or revising the course.
• Cite the accrediting agency that recommended the new course or revisions to an existing course. The justification must identify the gap and 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 **specify that faculty voted on and approved the curricular change(s)**.

6. **Course description exactly as it should appear in the next catalog.** 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, global diversity and domestic diversity 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 SL* WI F, S, SS FC:HU GD Formerly ITAL 1200 Same as FORL 2200
May not be used to satisfy a language requirement. P: ITAL 2201. Selected works in Italian literature.

7. **If this is a course revision, briefly describe the requested change.** If the requested action is the revision of an existing course, briefly describe the change(s).

8. **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.

9. **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*).

10. **If service-learning (SL) credit is requested, the Service Learning Committee (SLC) 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*).

11. **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).

12. **If global diversity (GD) credit is requested, the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee must approve GD credit prior to consideration by the UCC.** If GD credit has been approved by the FCIE, then put an “X” in the box.

13. **If domestic diversity (DD) credit is requested, the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee must approve DD credit prior to consideration by the UCC.** If DD credit has been approved by the FCIE, then put an “X” in the box.

14. **Approval by the Council for Teacher Education (required for courses affecting teacher education programs).** 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) prior to consideration 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.

15. **Course Credit.** 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.
16. **Anticipated yearly student enrollment.** Type in the estimated annual student enrollment for the proposed course.

17. **Affected Degrees or Academic Programs.** 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. To obtain a list of references for where a course is listed in a degree or as a prerequisite for another course, search the current edition of the undergraduate catalog. *For instructions on how to conduct a search using Acalog, the university's catalog management system, refer to Guidelines for Searching the Undergraduate Catalog for Affected Units.*

18. **Overlapping or Duplication with Affected Units or Programs.** 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.

19. **Instructional Format(s).** Type an “X” in the appropriate box.

20. **Statements of Support.** 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.

21. **Course information (previously course syllabus).** Complete the course information section. Do not include instructor names, policies, or other instructor-specific information (e.g., academic dishonesty policies, etc.).