College of Arts & Sciences
Syracuse University

Curriculum Policy and Procedures
Fall 2017

Proposal Type	Deadline to Submit
NEW PROGRAM NOTIFICATION* – Majors/Minors/Graduate	**September 15th**
* There is a new procedure for proposing _NEW_ programs; please read this document carefully for guidance. The new procedure _DOES NOT_ apply to program revisions.	
COURSES – New and Revisions	**October 2nd**
ADVANCED PLACEMENT CREDIT	**October 2nd**
PROGRAMS – Majors/Minors/Graduate: New and Revisions	**October 16th**
LIBERAL ARTS CORE REQUIREMENT ADDITIONS	**October 27th**

Contents

A. COURSES

Proposals for new courses, and all changes to existing courses, must be submitted to: cas-curriculum@syr.edu by **October 2nd, 2017**.

1. NEW COURSES

Items to submit:

- Course Proposal Form (CPF) available at the Senate's website (http://universitysenate.syr.edu/curricula/forms/course-proposal-form/)
- "Course Syllabus Template" a syllabus template also available at the Senate's website (http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/) under Committee on Curricula. This must be submitted with the Course Proposal Form for all new course and course regularization* proposals.

Also available online are the policies, information, and procedures for proposing and changing courses and programs. These will also be found at the University Senate's website (http://universitysenate.syr.edu/curricula/)

Submit the above items as WORD DOCUMENTS to cas-curriculum@syr.edu. Name each course proposal form and syllabus file by **subject-number-type-form**.

Follow file naming examples below:

	File Type – Course Proposal Form	**File Type - Syllabus**
Course Change	geo-410-**chg**-cpf.docx	geo-410-**chg**-syllabus.docx
Course Regularization*	geo-410-**reg**-cpf.docx	geo-410-**reg**-syllabus.docx
New Course**	geo-410-**new**-cpf.docx	geo-410-**new**-syllabus.docx

*Course Regularization – when a course has been offered previously as a selected topics course
**New Course – when a course has never been offered before

All new courses require approval of:
1. Department Curriculum Committee
2. College of Arts and Sciences Curriculum Committee
3. College of Arts and Sciences Faculty
4. Senate Committee on Curricula
5. University Senate

2. COURSE REVISIONS

Submitting a Course Syllabus is not necessary for course changes *unless there is a major change to both the title and description* of the course to make it appear as though it should be proposed as a new course.

Submit Course Proposal Forms electronically as a WORD DOCUMENT to Ashley Fundahn at cas-curriculum@syr.edu.

Course Number

When assigning a new course number make sure the number is not currently in use in your department, and if previously used, has been inactive for at least the last five years.

If you need assistance in selecting a course number, please email Ashley Fundahn at cas-curriculum@syr.edu.

Cross-Listing

When cross-listing a course with another department or college, it is preferred that the cross-listing be submitted at the time the course is proposed. Written approval from the department chair or program director must accompany the proposal. However, cross-listing can also be done at another time after a course is regularized.

Double Numbered Courses – *NEW RULE*

Double numbered courses are regularly numbered courses that are listed in the course catalog with two numbers, one at the graduate level and one at the undergraduate level. Courses that "meet with" another course, or courses offered under a special topics number (300, 400, 500, 600) are not included in the definition of double-numbered courses.

- In general, double-numbering of courses is to be avoided. Triple-numbering of courses will not be considered.
- A new course proposal must include an academic justification for the double-numbering. Enrollment issues alone are not justification for double-numbering. An explanation of why a 500 level course is inappropriate in this instance should be included
- New course proposals for double-numbered courses must make clear the additional requirements for graduate students in the syllabus.
- Courses offered at both graduate and undergraduate levels (double numbered i.e., ENG 450/650) must have appropriately distinct academic requirements (included in the syllabus), and their numbers must not have a differential of more than 300 (nor less than 200). The phrase "Additional work required of graduate students" must be included in the course description.

Consultation

Consultation with other departments or other schools is necessary if proposing a course similar in content to one already offered.

- For consultations in departments within the College of Arts and Sciences, contact the chair of the department.
    - Submit the email response with the proposal, and then on Part B under Consultation on the Course Proposal Form add the name of the chair who was consulted, the date of the consultation, and the response.
- For consultations in departments outside of the College of Arts and Sciences, please email cas-curriculum@syr.edu; attach your Course Proposal Form and completed Syllabus Template, and state in your email which department outside of the College of Arts and Sciences you would like to be contacted.

Librarian Consultation

When a *new* course is proposed, the appropriate subject librarian must be notified before the proposal is submitted. The Senate Committee on Curricula will withhold unless they see that the proposal and syllabus were sent to the librarian. On the form, indicate the librarian's name and the date the proposal sent, you do not need to include their reply. If there is a reason that this consultation should not take place, you must explain in detail.

Syllabus

A Course Syllabus Template is required and must be submitted with the new course proposal form. It includes all the correct, mandated University statements. The "Course Syllabus Template" is available at the Senate Curriculum page of the University Senate's website (http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/).

B. ADVANCED PLACEMENT CREDIT

To propose a new or revised Advanced Placement credit, the department chair must send a memo requesting the addition or revision which outlines the purpose and rationale to Ashley Fundahn at cas-curriculum@syr.edu.

C. NEW PROGRAM

New process for approval:
- Create a Word document with the following information:
  1. Program title
  2. Degree
  3. A very brief description of the program and how it fits into the current curriculum
  4. What programs, if any, would begin to be phased out in order to make room for the new program; if no programs will be phased out then provide a brief justification of how faculty and staff will manage the increased workload associated with this new program (e.g., with respect to assessment, accreditation, and curriculum maintenance)
  5. Title this document the program's name, degree abbreviation, and Notification
     o For example: History BA Notification.docx
- For undergraduate programs, email the document to the Senior Associate Dean's Office for Curriculum, Instruction and Programs at cas-curriculum@syr.edu
- For graduate programs, email the document to Associate Dean Gabrielle Chapman at ghchapma@syr.edu
- Notification documents must be submitted no later than **September 15th**
- Upon receiving approval of this document, proceed with preparing your full proposal:
  1. The necessary forms can be found at the Senate Committee on Curricula website (http://universitysenate.syr.edu/curricula/programs/new-revised/)
  2. Submit **one paper copy** of the full proposal to the Senior Associate Dean's Office of Curriculum, Instruction and Programs 441 Hall of Languages, **and one electronic WORD DOCUMENT** to cas-curriculum@syr.edu.
  3. For graduate programs: The full proposal must **also** be sent to Associate Dean Gabrielle Chapman at ghchapma@syr.edu. Graduate programs must be approved by the Graduate School before consideration by the University Senate Committee on Curricula. This will take place concurrently with the College's review.

New programs are processed with the New York State Department of Education by the University Senate and the Dean of the Graduate School, who will notify departments when a letter of registration has been received from the New York State Department of Education. Programs cannot be advertised until this letter of registration is received. Contact cas-curriculum@syr.edu for correct forms and additional directions.

D. PROGRAM CHANGES

All major and minor program changes need to be submitted to the Senior Associate Dean's Office for Curriculum, Instruction and Programs 441 Hall of Languages by **October 16th** with the following forms and items (one paper copy and one electronic copy in a WORD DOCUMENT to cas-curriculum@syr.edu:

1. PROGRAM OF STUDY REQUIREMENTS CHANGE FORM
2. COVER SHEET FOR NEW OR REVISED PROGRAMS
3. CATALOG TEMPLATE (either the graduate, undergraduate, or minor template, depending on your program) to show how the new requirements will look in the catalog
4. Side by side comparison: to show old requirements vs. new requirements
5. One to two-page summary of what the changes are and the rationale for the change, this will be used for the Senate report.

Forms are available at the College of Arts and Sciences website, under Curriculum Forms and Guidelines (http://thecollege.syr.edu/casinternal/forms.html)

There is also a program checklist on the Senate's website (http://universitysenate.syr.edu/curricula/forms/program-revision-checklist/)

Additional information and supporting documents may be needed depending on whether the program change is a major change or a minor change. To determine if the revision needs to be approved by New York State Department of Education check the Senate's website (http://universitysenate.syr.edu/curricula/programs/changes/) and consult with:

- The Senior Associate Dean's Office for Curriculum, Instruction and Programs -- 443-1414 or cas-curriculum@syr.edu
- University Senate and Curriculum Office – SUCurric@syr.edu
- For undergraduate programs – SUCurric@syr.edu
- For graduate program changes: The Graduate School -- 443-4492 or SUCurric@syr.edu (Gabrielle Chapman)

It is important to work with the Graduate School in making any graduate academic program changes.

Program Name Revision

To revise title of minor only: Submit program revision, as outlined above.

To revise title of a BA, BS, CAS, MA, MS, or Ph.D.: Submit program revision, as outlined above, and include NYSED forms to revise program as registered with the state.

To revise title of program/department: Contact cas-curriculum@syr.edu for guidance on what information is necessary to include in a memo which will ultimately be sent from the Chair of the department seeking the title change to the Dean of the College of Arts and Sciences.

E. LIBERAL ARTS CORE & GUIDEBOOK CHANGES

Proposals for courses to satisfy the various requirements of the Liberal Arts Core must be submitted by **October 27th** to cas-curriculum@syr.edu.

The forms required are available under Curriculum Forms and Guidelines on The College's internal website (http://thecollege.syr.edu/casinternal/forms.html).

F. CATALOG CHANGES

In early spring announcements will be made to departments from the Senior Associate Dean's Office for Curriculum, Instruction and Programs, 441 Hall of Languages, about the procedure to make changes to the upcoming Undergraduate and Graduate Online Course Catalog. Updates to the online catalog will be available in August.