**Curriculum Proposal Form**

(Please submit as Word document to the **Office of the Provost**)

**Instructions:**

* Click in table cells below to type; cells will adjust automatically to accommodate entered text.
* Unused sections (“A. Course Deletion”) may be cut/deleted.
* Please use **“DEPTNAME\_mm\_dd\_yyyy**” for the filename. For example, a proposal to revise English 315 submitted on September 15, 2015, should be titled **ENGLISH\_09\_15\_2015.docx**.
* Program Coordinators should use their home department in the filename.
* Attach the file to an email addressed to [**blood@geneseo.edu**](mailto:blood@geneseo.edu)**.** Put the words **UCC Curriculum Proposal** in the subject line of your email.

|  |  |  |
| --- | --- | --- |
| **Department/School:** |  | |
| **Departmental Approval** (type date of approval in space at right): | |  |
| **Date of Submission:** | |  |
| **Contact Name:** |  | |
| **Contact Email:** |  | |
| **Type of Proposal (**check all that apply):  \_\_\_ Course Deletion (section A) \_\_\_ New Course (section B) \_\_\_ Course Revision (section C)  (For Gen Ed courses, submission of the General Education Course Proposal Form is also required.)  \_\_\_ Program Proposal (section D): \_\_\_ Major \_\_ Minor \_\_\_ Concentration \_\_\_ Microcredential | | |
| **Planned fall semester proposed change would become effective:**  (Note: All changes are effective **Fall semesters only**. Changes will be entered into the system in the summer and may not be ready before Advance Registration in the spring.) | | Fall 20\_\_\_\_\_ |
| **Will the approval of this proposal have interdepartmental impact?** \_\_\_ Yes \_\_\_ No | | |
| **If yes, have potentially affected departments/programs been consulted?** \_\_\_ Yes \_\_\_ No  List potentially affected departments/programs:  For interdepartmental (INTD) courses and interdisciplinary/multidisciplinary programs, describe what consultation with faculty who teach these courses has taken place: | | |
| **Will approval of this proposal require any of the following?**  **Additional faculty or staff** \_\_\_ Yes \_\_\_ No  If yes, explain plans below; if no, explain how dept. offerings will change to incorporate this course:  **Additional support services (library holdings, lab or computer facilities)** \_\_\_ Yes \_\_\_ No  If yes, explain below: | | |
| **Rationale for the proposed changes:** | | |

**IMPORTANT:** Indicate proposed additions/replacements in **bold**, omissions and deletions marked with a strikethrough. (Examples: ECON ~~101~~ **110**; must successfully complete at least ~~six credits~~ **two courses** from)

# A. Course Deletion: Use tables below to delete courses, adding tables as needed. Course Syllabi are not required for course deletions. Use section D below to make changes to programs resulting from these course deletions.

|  |  |
| --- | --- |
| **Course 1: Existing information in the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |

|  |  |
| --- | --- |
| **Course 2: Existing information in the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |

# B. New Course: Use tables below to enter information about new courses, adding tables as needed. The proposal must include a guide syllabus that specifies intended learning outcomes for EVERY new course; outlines the course sequence and topics covered; lists readings and/or materials required; and details grading procedures. Please put the guide syllabus for this course in a separate document and email it to [blood@geneseo.edu](http://blood@geneseo.edu). Title the file prefix\_number\_syllabus.docx. For example, a guide syllabus for ENGL 315 should be titled ENGL\_315\_syllabus.docx. Put the words UCC Guide Syllabus in the subject line of your email.

|  |  |
| --- | --- |
| **Course 1: New Course Description for the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| 30-character title: |  |
| Bulletin Description:  (including major restrictions, prerequisites, credits, and course rotation) |  |
| Program requirements satisfied and/or applied learning attributes: |  |

|  |  |
| --- | --- |
| **Course 2: New Course Description for the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| 30-character title: |  |
| Bulletin Description:  (including major restrictions, prerequisites, credits, and course rotation) |  |
| Program requirements satisfied and/or applied learning attributes:: |  |

# C. Course Revision: Use the table below to make changes to existing courses, adding tables as needed. The proposal must include a guide syllabus that specifies intended learning outcomes for EVERY revised course; outlines the course sequence and topics covered; lists readings and/or materials required; and details grading procedures. Please put the guide syllabus for the course in a separate document and email it to [blood@geneseo.edu](http://blood@geneseo.edu). Title the file prefix\_number\_syllabus.docx. For example, a guide syllabus for ENGL 315 should be titled ENGL\_315\_syllabus.docx. Put the words UCC Guide Syllabus in the subject line of your email.

|  |  |
| --- | --- |
| **Course 1:** | |
| **Existing Course Description in the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| Bulletin Description:  (copy and paste from bulletin, including major restrictions, prerequisites, credits, and course rotation) |  |
| **Revised Course Description for the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| 30-character title: |  |
| Revised Bulletin Description:  (including major restrictions, prerequisites, credits, and course rotation) |  |
| Program requirements satisfied and/or applied learning attributes: |  |

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| **Course 2:** | |
| **Existing Course Description in the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| Bulletin Description:  (copy and paste from bulletin, including major restrictions, prerequisites, credits, and course rotation) |  |
| **Revised Course Description for the Undergraduate Bulletin:** | |
| Course Prefix, Course  Number and Title: |  |
| 30-character title: |  |
| Revised Bulletin Description:  (including major restrictions, prerequisites, credits, and course rotation) |  |
| Program requirements satisfied and/or applied learning attributes: |  |

**IMPORTANT:** Indicate proposed additions/replacements in **bold**, omissions and deletions marked with a strikethrough. (Examples: ECON ~~101~~ **110**; must successfully complete at least ~~six credits~~ **two courses** from)

# D. Program Proposal: Use the table below to make changes to majors, minors, and concentrations, adding tables as needed.

|  |  |  |
| --- | --- | --- |
| **Program Name:** | B.A. in … | |
| **Existing Program Description in the Undergraduate Bulletin:**  Copy and Paste program description. Use the table below for   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Major Requirements | | |  | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  | |  | |  | |  | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Related Requirements | | |  | | |  |  |  | |  | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |
| **Existing 8-semester Advising Guide in the Undergraduate Bulletin:** | | |
| Use table below for the existing 8-semester guide.   |  |  |  |  | | --- | --- | --- | --- | | **B. A. in …** | | | | | **Sample Program Outline/Advising Guide** | | | | |  | | | | | FIRST YEAR | | | | | Fall | Credits | Spring | Credits | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total |  | Total |  | |  |  |  |  | | SECOND YEAR | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total |  | Total |  | |  |  |  |  | | THIRD YEAR | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total |  | Total |  | |  |  |  |  | | FOURTH YEAR | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total |  | Total |  | |  |  |  |  | | Total Credits — 120 | | | | |  | | | | |  | | | | |  | | | | | *Note: Where no prerequisites apply, some variation in the order or semester in which courses are taken is possible. Students should consult their academic advisors for additional informa­tion.* | | | | | | |
| **Revised or New Program Name:** | |  |
| **Revised or New Program Description for the Undergraduate Bulletin:**  Copy here the existing information from above and make changes to it using strikethrough/bold. | | |
| **Revised 8-semester Advising Guide for the Undergraduate Bulletin:** | | |
| Copy here the existing information from above and make changes to it using strikethrough/bold. | | |

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| --- | --- | --- |
| **Program Name:** | Minor in… | |
| **Existing Program Description in the Undergraduate Bulletin:**   |  |  |  |  | | --- | --- | --- | --- | | Minor Requirements | |  | | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  | | |  | | | |
| **Revised or New Program Name:** | |  |
| **Revised or New Program Description for the Undergraduate Bulletin:**  Copy here the existing information from above and make changes to it using strikethrough/bold. | | |

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| --- | --- | --- |
| **Program Name:** | Concentration in | |
| **Existing Program Description in the Undergraduate Bulletin:** | | |
| **Revised or New Program Name:** | |  |
| **Revised or New Program Description for the Undergraduate Bulletin:**  Copy here the existing information from above and make changes to it using strikethrough/bold. | | |

|  |  |  |
| --- | --- | --- |
| **Program Name:** | Integrative Curricular Microcredential in … | |
|  | | |
| **New Program Name:** | |  |
| **New Program Description for the Undergraduate Bulletin:** | | |

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| ***DO NOT EDIT: This section to be completed by Associate Provost for Assessment and Curriculum.***  \_\_\_This proposal is released for UCC or GAAC deliberations.  \_\_\_This proposal will require SUNY/SED approval; implementation date TBA.    Associate Provost for Assessment and Curriculum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Revised 17 September 2020)