Academic Policies Committee Form for Curricular Proposal

Date proposal submitted: ___________________ Department: ________________________________

Sponsor/contact person: ________________________________

Action Requested:
This proposal is a:

___ new course  ___ new program  ___ other
If other: ___________________________________________

This proposal is a(n):

___ addition  ___ deletion  ___ substantive change  ___ information only  ___ other
If other: ___________________________________________

Proposed name of course or program: ________________________________

Proposed course number (if applicable): ________________________________

Note: According to LaGrange College’s course numbering system:

Courses beginning with 1 are intended primarily for first-year students and sophomores. These courses are introductory in nature and assume little or no college-level experience with the subject matter. These courses may also be introductory courses in general education.

Courses beginning with 2 are intended primarily for sophomores. These courses are also introductory in nature and meant to broaden the student’s experience. Many courses at this level contribute to the general education program.

Courses beginning with 3 are intended primarily for juniors and seniors. In general, these courses are designed primarily for students pursuing a major or minor in the discipline. They assume completion of introductory coursework. Certain courses at this level contribute to the general education program.

Courses beginning with 4 are intended primarily for seniors. In general, these courses are designed primarily for students pursuing a major or minor in the discipline. They assume completion of introductory coursework.

Courses beginning with 5 or 6 are intended primarily for Master’s-level students.

Courses beginning with 7 are intended primarily for Education Specialists students.

Does the proposed course level given above conform to the College’s course numbering system?

Yes_______ No________}

Rev. 3/2012
Credit Hours (if applicable): ____________________________________________

Note: According to LaGrange College Policy:

LaGrange College determines the **number** of semester (or quarter) credit hours to be awarded based on the amount of time the typical student is expected to commit to successful completion of a course. Under the semester system, the awarding of one semester credit hour implies the expectation that a typical student will commit at least three hours of work per week associated with the course for 12.5 weeks. Usually, this commitment of time will imply work divided between one hour in class and two hours out of class, but other combinations are possible, based on the level of the course, the nature of assignments, and other factors. (Under the quarter system – applicable only to the Evening College Program – the awarding of one quarter credit hour implies the expectation that a typical student will commit at least 2.5 hours, or 150 minutes, of work per week associated with the course for nine weeks. Usually, this commitment of time will imply work divided between 50 minutes in class and 100 minutes out of class, but other combinations are possible, based on the level of the course, the nature of assignments, and other factors.)

Do the proposed credit hours given above meet the LaGrange College Policy requirement as stated above?

Yes_______ No_______

If no, please give a justification for the credit hours awarded for this course (or for courses within a new program) and attach it to this proposal.

Date for initial offering of the course or program: ________________________________

Projected frequency (if applicable): _____________________________________________

Prerequisites (if applicable): __________________________________________________

Estimate of number of students to be enrolled _________________________________
Catalog Copy:

Please answer yes or no to the following:

1. Are additional staff members (adjunct or full time) required? If yes, explain.

2. Will overload pay be required? If yes, explain.

3. Will additional funds outside of your regular budget be required? If yes, explain.


5. Will this course in any way duplicate an existing course? If yes, explain.

6. Will there be a catalog deletion of any existing course to prevent possible proliferation? If so, please specify which course.

7. Does this course have the approval of a majority of the members of the department in which it is to be offered?

8. Will this action alter or affect the core curriculum in any way? If yes, explain and secure the signature of the Core Director.

9. Provide a brief description of your proposed course, program, change, etc.

10. Provide a brief rationale of your proposed course, program, change, etc., including why this action is needed and how it fits with and/or how it will change your current program.

11. Describe any changes this proposal will create in the existing degree program.

12. Describe the impact of this proposal on other courses, programs or departments.
13. Attach the following:

For new programs, a full detailed curriculum
For new courses, a syllabus including learning outcomes and assessment
Completed library assessment (for new courses and programs only)

**Required Signatures**

The signature of the Department Chair and the Provost signifies that load, adjunct, budget, need, and other such concerns have been addressed and resolved upon submission. Approval of courses, programs, changes, etc. does not guarantee immediate implementation.

__________________________ Date: __________________________

Course Sponsor

__________________________ Date: __________________________

Library Director (Signature affirms that thorough analysis of library’s collections by liaison librarian has been completed)

Approved: _____  Approved with concerns: _____ (see attached for explanation)

__________________________ Date: __________________________

Department Chair

Approved: _____  Approved with concerns: _____ (see attached for explanation)

__________________________ Date: __________________________

Core Director (signature needed only if yes to question 8)

Approved: _____  Approved with concerns: _____ (see attached for explanation)

__________________________ Date: __________________________

Provost

The Office of the Provost will forward the proposal on to the chair of the Academic Policies Committee.
Library Assessment

INSTRUCTIONS FOR ASSESSING LIBRARY RESOURCES

The person submitting a course for approval should complete the information required on the first page of this form, plus the section on faculty recommendations on this page. After consultation with the faculty member and perusal of the syllabus, the librarian who serves as the liaison to the department will conduct an analysis of resources in the library.

REFERENCE SOURCES CURRENTLY AVAILABLE

APPROPRIATE DATABASES & INDICES AVAILABLE

JOURNAL TITLES TO WHICH LIBRARY SUBSCRIBES OR HAS ACCESS

NON-PRINT MEDIA

CIRCULATING COLLECTION

FACULTY RECOMMENDATIONS FOR LIBRARY PURCHASE

Librarian’s analysis of current resources available and recommendations concerning additional resources that are needed:

Additional Funds Needed? yes _____ no _____

Estimated collection development funds required for this course:

_________________________________________  Date: ________________

Signature, Library Liaison
Action taken by APC:

___Approved  ___Not approved  ___Tabled

__________________________________________  ______________
Signature of APC Co-Chair                      Date

__________________________________________  ______________
Signature of APC Co-Chair                      Date