

COURSE ACTION PROPOSAL GUIDELINES

1. Name of Course
2. Purpose and Justification of the Course: The purpose is the set of learning objectives, which constitute the skills and knowledge you want the student to take from the course. The justification is why this particular course is needed to achieve those learning objectives. Specifically, what is the role of the course in the program and why are other courses inadequate to the purpose.
3. Topics to be covered in course. **Provide a sample syllabus.** This is required to be on file in the Dean's Office to maintain School accreditation.
4. Faculty responsible for the course; i.e. course director and approximate number instructors (include names of additional instructors).
5. Number of credits for the course. **How often will the course meet to fulfill the necessary contact hours.** One credit represents the equivalent of one “hour” of lecture or recitation or at least two “hours” of laboratory per week for one semester. The BASIC semester class periods last for 55 or 80 minutes. A three credit course typically meets during the semester on MWF for 55 minutes each day OR on Tuesday/Thursday for 80 minutes each day.
6. Grading (S/U or A-E)
7. Student Evaluation: How will students be evaluated in course work and participation in classes? (e.g. number of exams, papers, presentations).
8. Textbook and Reading Assignments: What books will be used, which one(s) is the required text (if any), and where will the reading assignments be taken from, or will attendance at journal clubs be sufficient.
9. Prerequisites: If any.

INFORMATION REQUIRED ON SYLLABUS

- Catalog number and title of the course
- Term and call number of the section (call number is provided following official listing and scheduling of the class.
- Location(s) and meeting times of the class
- Instructor's name and title

If applicable, name(s) of additional instructor or teaching assistants in the class

- Instructor's contact information (e.g., e-mail address, office phone number, office location, fax)
- Instructor's office hours
- Course description, overview and objective(s)
- Prerequisites of the course

The instructor should specifically indicate those prerequisites that are critical to success in the class and that are enforceable.

- Grading scheme

Whether the course is A-E or S/U graded

Overall methods by which grades will be determined ("weights" of exams, class participation, etc.)

- Course requirements, including but not limited to:

Required textbooks

Other required materials, purchases: fees (when applicable)

Projected date and time of class exams, papers, projects, midterm, and final

Attendance policies for the class

General paper, project, and test requirements

Requirement of Internet for course work, when applicable

Safety policies (when applicable)

The course syllabus may also include such additional information as the instructor deems appropriate or necessary.

Fall courses are scheduled and sent to print in early February; Spring courses are scheduled and sent to print in early September. Course proposals should be submitted to the department office at least 5 months prior to the print date to be optimistic about it passing through all levels of review. Most committees meet on a monthly basis. A sample timeline is as follows:

August 30	Submit proposal to department office
September 30	Reviewed by BMS Graduate Academic Committee
October 30	Reviewed by SPH Academic Committee
November 30	Reviewed by UA Academic Committee
December 30	Approved by Registrar and available for formal listing

The speed of review depends on whether a proposal requires revisions. If all items listed above are addressed, the review/approval process can take less time.