

## A Checklist for Preparing a Proposal for the Academic Affairs Committee

The Academic Affairs Committee would like to act upon your proposals and forward them to the Faculty Senate as soon as possible. To facilitate this process, please do the following:

1. Present materials that will appear in the *University Catalog* in Catalog-Ready Format
  2. Attach the new course/course modification form and syllabus for any course being added to the curriculum
  3. Attach the new course/course modification form and syllabus for any course being modified
  4. Provide all of the information described below
  5. Determine if the degree of change caused by the proposal is sufficient to cause the procedures of the *SACSCOC Substantive Change Policy* to be implemented
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### \_\_\_\_ 1. *Catalog Format*

Highlight those areas that are being changed from and to. The catalog format is illustrated below:

#### I. Proposal from School of Education

**ADD** on page 187 of the current catalog the following:  
(Insert the information here to be added)

#### **RATIONALE**

#### II. Proposals from the Department of History

##### A. **CHANGE** the title of History 314

##### **FROM:**

(Insert the title as it is now listed in the catalog)

##### **TO:**

(Insert the title that is being proposed)

#### **RATIONALE**

##### B. **MODIFY** the course description of History 342, History of Modern Japan

##### **FROM:**

(Insert the description that is in the current catalog)

##### **TO:**

(Insert the modified description here)

#### **RATIONALE**

##### C. **DELETE** \_\_\_\_\_

##### **FROM:**

(Insert the description that is in the current catalog)

#### **RATIONALE**

III. Proposal from \_\_\_\_\_:

**CONSIDER** \_\_\_\_\_

(Insert the information you want considered by the Academic Committee here)

**RATIONALE**

IV. Proposal from \_\_\_\_\_:

**ADD:** \_\_\_\_ XXX, (title of course), number of credit hours in parenthesis (cr)

(Prerequisites: \_\_\_\_\_)

(Course description of new course starts here)

**RATIONALE**

\_\_\_\_ **2. Always attach the new course form and syllabus for any course being added to the curriculum.** See page 4.

In order to significantly reduce the edit time between submission to the Academic Committee and publication in the University's catalog, please place all resources required in an appendix following the proposal. The New Course Form, where appropriate, should also be in an appendix. Please address capital (labs, building, and equipment) and human resource (new faculty and/or staff) needs associated with proposals. If no additional faculty or equipment will be required, please indicate.

\_\_\_\_ **3. Course modification forms should be submitted for any change of significance that might add or subtract from the original course description.** See page 4. Examples might include changes to course numbers, course titles, changes to prerequisites, or significant changes to the course description. A significant change might be something small such as a change to prerequisites or it can be an entire reworking of a course. Therefore, if the department has questions regarding whether changes being made require the course modification form, please check with the Chair of the Academic Affairs Committee or the Chair of the Faculty. Please note that any change which requires changing a course number should be vetted through the Registrar before it goes to the Academic Affairs Committee or the Graduate Council for consideration.

\_\_\_\_ **4. Submit all materials.** Proposals, including New Course Forms, must be submitted as Microsoft Word attachments. A signed hard copy of the New Course Form must also be submitted. All proposals must first be sent to Jennifer Taylor in the Provost's Office.

\_\_\_\_ **5. If any of the following statements are true, contact SACSCOC liaison, Charlene Wages, ext. 1114. She will determine if SACSCOC needs to be notified if the proposal is approved. More information about the SACSCOC Substantive Change Policy is at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>**

- There is a change in the established mission or objectives of the institution
- The proposed courses or program represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated by SACSCOC
- The number of credit hours required to complete a program changes substantially
- A degree or credential level which is different from those which are currently offered is needed

- Francis Marion will enter into a collaborative academic arrangement that includes the initiation of a dual or joint academic program with another institution
- The method for determining course credit (i.e., clock hours; credit hours) changes
- At least 50% of an educational program will be offered at an additional location geographically apart from the main campus
- An existing program, off-campus site, or branch campus will be closed
- There is a change in the legal status, form of control, or ownership of the institution
- A branch campus will be established
- Francis Marion will acquire another institution or a program or location of another institution
- Francis Marion will acquire a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Francis Marion will enter into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

**FRANCIS MARION UNIVERSITY: DESCRIPTION OF PROPOSED  
NEW COURSE or MODIFICATION OF AN EXISTING COURSE**

Department/School \_\_\_\_\_ Date \_\_\_\_\_

Course No. or Level \_\_\_\_\_ Title \_\_\_\_\_

Semester hours \_\_\_\_\_ Clock hours: Lecture \_\_\_\_\_ Laboratory \_\_\_\_\_

Prerequisites \_\_\_\_\_

Enrollment expectation \_\_\_\_\_

Indicate any course for which this course is a (an)

modification \_\_\_\_\_  
(proposed change in course title, course description, course content or method of instruction)

substitute \_\_\_\_\_  
(The proposed new course replaces a deleted course as a General Education or program requirement.)

alternate \_\_\_\_\_  
(The proposed new course can be taken as an alternate to an existing course.)

Name of person preparing course description \_\_\_\_\_

Department Chairperson's/Dean's Signature \_\_\_\_\_

Provost's Signature \_\_\_\_\_

Date of Implementation \_\_\_\_\_

Date of School/Department approval \_\_\_\_\_

Catalog description:

- Purpose:
1. For Whom (generally?)
  2. What should the course do for the student?

Teaching method planned:

Textbook and/or materials planned (including electronic/multimedia):

Course Content: (Please explain the content of the course in enough detail so that the Academic Affairs Committee can make an informed judgement. Include a syllabus for the course.)

**When completed, forward to the Office of the Provost.**