

Catalog Format:

The Academic Committee would like to act upon your proposals and forward them to the faculty senate as soon as possible. To facilitate this process, the committee is asking that all proposals be submitted in the “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)

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)

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)

C. **DELETE** the course description of History 342, History of Modern Japan

FROM:

(Insert the description that is in the current catalog)

III. Proposal from the Office of Admission:

CONSIDER implementation of the Challenge Year Program

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

IV. Proposal from the School of Business:

ADD: Bus XXX, title of course, number of credit hours in parenthesis (cr)

(Prerequisites: _____)

(Course description of new course starts here)

Always attach the new course form and syllabus for any course being added to the curriculum.

In order to significantly reduce the edit time between submission to the Academic Committee and publication in the University’s catalog, please place all proposal rationales, justifications and resources required in an appendix following the proposal. The New Course Form, where appropriate, should also be in an appendix. The rationales and justifications should be clearly labeled and follow the same order of the proposal. 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.

Course modification forms should be submitted for any change of significance that might add or subtract from the original course description. 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.

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. College of Liberal Arts proposals must first be sent to Jennifer Taylor in the Provost's Office.

**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.