## New Course Proposals – Undergraduate

### Explanations

Clark is a small research university that values liberal education. We aspire to help our students build a love of learning, a respect for inquiry and imagination, and a spirit of engagement with the world in all its diversity and complexity. At Clark, a student’s pursuit of liberal education is understood as a developmental and socially situated process that engages students actively in the discovery and creation of knowledge. The Undergraduate Advisory Board (UAB), in conjunction with the Dean of the College, works to ensure that the undergraduate curriculum offers ample opportunities for students to achieve these aspirations. An essential aspect of UAB’s role is encouraging faculty members to develop and offer new courses that will enrich the undergraduate curriculum and the intellectual experience of undergraduate students. New courses must be approved by UAB and the Dean of the College.

UAB must also be concerned that the university provides accurate information to students as they plan their academic careers. Therefore, UAB asks how each new course contributes to one or more of Clark’s five LEEP Learning Outcomes, how it contributes to a major, which courses taught by a faculty member will no longer be offered as a result of the new course, and what the impact of the proposed changes in the curriculum will have on the department's programs. These questions, and more, comprise the ***New Course Approval Form***, attached.

In addition to the information on the ***New Course Approval Form***, proposals must include three attachments:

1) course description for the catalog; 2) complete syllabus; and 3) a short letter of support from the chair of the department explaining how the new course fits into the departmental curriculum**.**

New course proposals will be reviewed twice a year, and must be approved prior to course registration for the next semester (i.e. early October for spring courses, early March for fall courses). Consequently, due dates are firm. Precise due dates are published each academic year, and can be obtained from the *Administrative Assistant to the Dean of the College**.*

As of 2013, Clark uses the Acalog system to review completed course proposals and to communicate with faculty/chairs/program directors regarding any questions. Acalog is the online management system for the academic catalog, managed by the Registrar’s office. Each department has an assigned Acalog editor, usually the departmental administrative assistant. This person must enter academic catalog changes to the Acalog system, including requests for new course approval

### Instructions

* In consultation with the department head, the faculty member should complete the *New Course Approval Form,* including the three required attachments described above and on the form.
* Email the form and documents to your department Acalog editor, who will enter the information into the Acalog system.
* Final course approval, or request for additional information, will be communicated by email from *noreply@acalog.com* to the department Acalog editor.
* The Acalog editor will forward the email to faculty/chairs/program directors as appropriate.

*Please note: Your proposal will not be reviewed until all required information is entered into Acalog. New Course Proposals must be complete in order for the system to trigger actual submission to the Dean of the College and UAB.*

**New Course Approval Form**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Number \_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. How does this course contribute to one or more of [*Clark’s five LEEP Learning Outcomes*](http://www.clarku.edu/leep/about-leep/implementation.cfm)?
2. What are the prerequisites for this course, if any?
3. Can prerequisite(s) be taken concurrently with this course?
4. Please indicate co-requisites, if any.
5. How often will this course be offered (each semester, annually, bi-annually)?
6. Can this course be repeated by a student and earn credit for each occurrence?
7. What is its target enrollment?
8. This course is designed to meet the needs of: (check as many as apply)

First Year Students \_\_ Majors \_\_ Non-majors \_\_

1. Will this course carry a [*Program in Liberal Studies*](http://catalog.clarku.edu/content.php?catoid=7&navoid=241%23liberal_studies%5d) (PLS) designation?

 If yes, what is your rationale?

1. Will this course be a [*First Year Intensive*](http://www.clarku.edu/departments/cetl/leep/transitionphase.cfm) (FYI)?

 If yes, write a brief paragraph indicating how your proposed course will embody FYI characteristics. (As well as being submitted with this proposal, the paragraph—or a revised version of it—should be included on your course syllabus.)

1. Does this course require additional or special resources? (please list)
2. Which, if any, course that you are currently teaching will this course replace?
3. Does this course include research involving human subjects?

 If the proposed course involves research involving human subjects, the researcher is obliged to report the research and fill out a form on the rights of human subjects in order to comply with federal regulations. This form will be reviewed by the [*Human Subjects / Institutional Review Board*](http://www.clarku.edu/offices/research/compliance/humsubj/index.cfm).

1. Grading Method: Indicate Letter Grade or Credit/No Credit

Please note in order for a new course proposal to be complete the following additional information must be uploaded into Acalog:

1. A signed paragraph of support from the chair of the department explaining how the new course fits into the departmental curriculum.
2. Complete syllabus
3. Short course description for the catalog

Instructor Signature: Date: