### New Course Proposals – Graduate and Undergraduate

### Please note that beginning in 2014, partially in preparation for the NEASC review, all new courses, whether undergraduate or graduate, will be reviewed either by UAB and the Dean of the College or by Graduate Board and the Dean of Graduate Studies. The instructions and form have been modified accordingly.

### Overview

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, 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) and the Graduate Board, in conjunction with the Dean of the College and the Dean of the Graduate School, work to ensure that the curriculum offers ample opportunities for students to achieve these aspirations. This includes reviewing and approving new courses each semester.

It is essential that faculty be encouraged to develop and offer new courses that will enrich the curriculum and the students’ intellectual experiences. It is also important that new courses further the goals outlined in departmental and university strategic plans, and are developed in keeping with NEASC expectations and guidelines. To that end, the ***New Course Approval Form***, (next page) includes detailed questions about the proposed course.

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;
3. a short letter of support from the department chair explaining how the new course fits into the departmental curriculum**.**

As you develop your syllabus, keep in mind that nearly all Clark’s single semester courses are granted one (1) Clark unit, or four semester credits, and the expectation is that a four credit course will require 180 hours of engaged academic time for the student (including time in class and outside of class). Your syllabus should offer guidelines about such time expectations as are pertinent to the specific course you are proposing. Examples can be obtained from your department chair.

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 Registrar. This fall, new course proposals are due by October 1.

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 for Faculty

* In consultation with your department chair, complete the *New Course Approval Form,* and include the **three required attachments** described above and on the form.
* Email the form and documents to your department Acalog editor, who will enter it into Acalog.
* Final course approval, or request for additional information, will be communicated by email from [*noreply@acalog.com*](mailto: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 Deans and Boards.*

**New Course Approval Form**

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

Proposed Course Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the questions below as appropriate to the level of course being proposed:

**ALL COURSES**

1. What are the prerequisites for this course, if any?
   1. Can prerequisite(s) be taken concurrently with this course?
2. Please indicate co-requisites, if any.
3. How often will this course be offered (each semester, annually, or bi-annually)?
4. Can this course be repeated by a student and earn credit for each occurrence?
5. What is its target enrollment?
6. This course is designed to meet the needs of: (check as many as apply)
7. First year undergraduates \_\_\_ Undergraduate majors only \_\_\_ Non-majors \_\_\_
8. Graduate students only \_\_\_\_
9. Combined graduate and undergraduate students \_\_\_
10. Does this course require additional or special resources? (please describe and explain how they will be obtained)
11. Which, if any, course that you are currently teaching will this course replace?
12. Does this course include research involving human subjects?

If *YES,* 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). (Consult link for additional information.)

1. Grading method: Indicate Letter Grade \_\_\_\_ or Pass/Fail\_\_\_\_.
2. Is this course a combined undergraduate/graduate course? If so, complete the information below.

**UNDERGRADUATE COURSES ONLY**

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. 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, which one?
   1. What is your rationale for this designation?
3. Will this course be a [*First Year Intensive*](http://www.clarku.edu/departments/cetl/leep/transitionphase.cfm) (FYI)? (Note all FYIs must carry a PLS designation). 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.)

**COMBINED UNDERGRADUATE/GRADUATE COURSES**

Please complete all questions above and be sure that the syllabus outlines distinct requirements and/or expectations for graduate and undergraduate students.

In summary, please note in order for a new course proposal to be reviewed the following 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
4. This form.

Revised 9/2014