

FACULTY SENATE

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MEMORANDUM

To: Academic Deans, Associate & Assistant Deans, Department Chairs, and College Curriculum Committee Members

From: Nancy Neff, Coordinator, Faculty Senate

Nancy Neff

Cc: Nasser Zawia, Dean, Graduate School
Andrea Rusnock, Associate Dean, Graduate School
Curricular Affairs Committee
General Education Committee
Faculty Senate Executive Committee

Date: August 10, 2016

Subject: 2016-2017 Revised Curricular Proposal Forms

Please share this information with your faculty and/or committee members.

Proposal forms have been revised and updated and can be found through the [Curricular Forms and Procedures](#) tab on the [Faculty Senate website](#). Starting in Fall 2016, please make every effort to use these revised versions.

There are two course forms:

1. NEW COURSE Proposal Form
2. COURSE CHANGE Proposal Form

and two course supplemental forms:

1. GENERAL EDUCATION COURSE Proposal Form (Supplement)
2. ONLINE COURSE PROPOSAL SUPPLEMENT Form

Instructions for their use can be found here: [Which Course Form Do I Use?](#)

There are four program forms:

1. FULL Proposal Form
2. ABBREVIATED Proposal Form
3. MODIFIED Proposal Form
4. NOTICE OF CHANGE

Instructions for their use can be found here: [Which Program Form Do I Use?](#)

Faculty proposers, department chairs, and college curriculum committees are responsible for ensuring that proposals are factually accurate, prepared according to guidelines, and complete prior to submission to the Faculty Senate Office.

Errors delay the approval process. Incomplete proposals will be returned. Proposals containing factual errors will be returned for correction.

Please share this information with your faculty and/or committee members.

Please contact the Faculty Senate Office (4-2616 or 4-5176) if you have any questions.