Course Proposal Checklist

Signatures of approval verify that the information provided on a proposal is factually accurate and that all possible curricular impacts both within and outside of the originating department have been considered. Signatures of the department chair, college curriculum chair, and the dean (or dean’s representative) signify approval by the necessary parties. Faculty proposers, department chairs, and college curriculum committees must ensure that proposals are prepared according to guidelines and are complete prior to submission. Incomplete proposals will be returned. Proposals containing factual errors will be returned for correction.

Double-check these items to ensure factual accuracy and eliminate the need to return proposals:

**NEW FACE-TO-FACE OR ONLINE COURSES:**
1. Complete the New Course (Face-to-Face) Proposal form or New Online Course proposal form in its entirety;
2. Use a course number that is available;
3. List a faculty member as the responsible party;
4. Attach a course-ready syllabus that contains the same factual information as the New Course Proposal form, i.e. course number, title, prerequisites, credits, etc.;
5. Include acknowledgement from the chairs of department(s) where overlap of course content may exist;
6. For cross-listed courses, include agreement statements from the other department(s) chair(s);
7. Attach Library Impact Statement;
8. Electronically sign the proposal forms (no scanned copies);
9. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).
10. Temporary Courses ("X" courses) follow the same procedure as New Courses. Temporary courses may be offered **no more than twice during a two-year period.**

**COURSE CHANGES:**
1. Complete the Course Change Proposal form in its entirety;
2. List a faculty member as the responsible party;
3. For “existing” information use the correct title, course code and number, credits, description, and prerequisites; information should be copied directly from eCampus;
4. Complete the information in the “what is changing” section completely listing all changes being requested;
5. If changing the number of credits, be sure to include a complete explanation of why;
6. Attach an UPDATED syllabus that contains correct factual information, i.e. course number, title, prerequisites, credits, etc. and reflects the requested changes (use track changes to
highlight those changes);
7. For cross-listed courses, include an agreement statement of the changes from other department(s) chair(s);
8. If changing a course code or number or deleting a course, supply a list of every occurrence of the course in the catalog, including any course description or pre-requisite statements from other courses;
9. Electronically sign the proposal forms (no scanned copies);
10. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).

If Changing General Education Outcomes:
1. If a course change, list factually correct course information copied directly from the Course Change Proposal form for course code, number, title, etc.
2. If changing outcomes: a) provide rationale for change, and submit template only for the new outcome, and b) submit revised syllabus with track changes;
3. If changing a full outcome to a partial outcome, or partial to full, submit: a) the original template with track changes to make clear what is changing, and b) revised syllabus with tracked changes;

GENERAL EDUCATION COURSE PROPOSAL:
1. Complete a New General Education Course or Course Change proposal form;
2. List the instructor’s correct URI contact information (do not use current affiliations i.e. Brown);
3. Attach a course-ready syllabus with only full outcomes identified in the description;
4. Attach acknowledgement statements from the chairs of all departments where overlap may occur;
5. Attach agreement statements from all department(s) chair(s) where cross-listing is proposed;
6. Attach the completed outcome template forms for all outcomes including Grand Challenge if applicable (https://web.uri.edu/general-education/faculty/course-development-materials/)
7. Attach Library Impact Statement;
8. Electronically sign the proposal forms (no scanned copies);
9. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).

Helpful Links:
Faculty Senate Curricular Instructions: http://web.uri.edu/facsen/curricular-matters/
Syllabus: http://web.uri.edu/teach/syllabus/

[i] To check availability of a course number, sign in to eCampus and follow this navigation: Main Menu>Curriculum Management>Course Catalog>Course Catalog Search. Enter the subject area (i.e. HIS, PLS, EGR, etc.), enter the desired new course number in the catalog number box (i.e. 200, 254, 300, etc.), click search. E-Campus will check if a course with that number exists; if a course description comes up, the course number is not available. If the number is available for use, a message reading, “The search returns no results that match the criteria specified” will appear.