|  |  |
| --- | --- |
| **Change(s) being proposed**  Check all that apply. | ☐ Change of course number  ☐ Change of course name  ☐ Change in prerequisites or co-requisites  ☐ Change in university catalog course description  ☐ Change in the extended course description  ☐ Change to the course learning objectives  ☐ Deletion of a course from a program |
| **Program name** |  |
| **Reasons motivating the change(s) being proposed** |  |
| **Proposing faculty member** |  |
| **Current course number**  (Use the format xx:xxx:xxx) |  |
| **If a change in number is being proposed, list the new number** (Use the format xx:xxx:xxx) |  |
| **Current course name** |  |
| **If a change in name is being proposed, list the new name** |  |
| **Current course prerequisites and co-requisites** | Pre-/co-requisites that are courses:  Other restrictions (such as open only to majors or minors, or open only to some class levels): |
| **If a change in prerequisites or co-requisites is being proposed, list the new ones** | Course pre-/co-requisites:  Other restrictions (such as open only to majors or minors, or open only to some class levels): |
| **Current catalog course description** |  |
| **If a change in catalog course description is being proposed, list the new one** (Should be brief, formal, in third person) |  |
| **Course learning objectives** |  |
| **If a change in learning objectives is being proposed, list the new ones** |  |
| **Other changes - Specify**  **(e.g., change in regular co-listings)** |  |
| **Potential redundancies/conflicts** | ☐ An effort has been made to look for potentially redundant titles in other departments/schools at Rutgers. Please list which schools/departments were checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ There is another course with this (or very similar) name in SC&I. Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ There is another course with this (or very similar) name in another School at Rutgers. Department/School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attach a document specifying date and content of your exchange with the Instructor and/or Chair of that Department, when appropriate, and what was agreed/disagreed upon. See guidelines below \* |

**Directions for submitting your changes for review**

The processes for approval are slightly different, depending on the scope of changes you are proposing. See the next page for details.

Before the material goes to each successive committee, make changes to the cover sheet and syllabus based on feedback from the previous review, fill in the appropriate dates below, and then submit.

|  |  |
| --- | --- |
| **Date of department/program curriculum committee approval** |  |
| **Date of department/program faculty approval** |  |
| **Date of school curriculum committee approval/review for informational purposes** |  |
| **Date of full faculty approval/review for informational purposes** |  |

If you are proposing

* a change of number and/or name only, without other changes
* a change of pre-/or co-requisites
* a change of number and/or name and other minor changes to the descriptions or learning objectives that do not change the substance of the course
* deletion of a course

Then complete this cover sheet and do these steps:

1. Approval of the departmental/program curriculum committee
2. Approval of the departmental/program full faculty
3. Provide it as information only to the school-wide curriculum committee (chairs and deans)
4. Provide it as information only to the school-wide full-faculty

If you are proposing

* A change to the course description or learning objectives that constitutes a significant change to the content and scope of the course

Then complete this cover sheet and do these steps:

1. Attach a full syllabus for the course to the cover sheet.
2. Approval of the departmental/program curriculum committee
3. Approval of the departmental/program full faculty
4. Approval of the school-wide curriculum committee (chairs and deans)
5. Approval of the school-wide full-faculty

**\***According to University guidelines: “The new/revised offering does not unduly duplicate or directly compete with an offering of another academic unit/department. In cases of perceived overlap or conflict, faculty from different academic units/academic departments should work collaboratively to find a resolution to any issues that arise before bringing offerings for approval.” […]

“Academic units/departments should not offer courses that are duplicative with courses offered by other academic units/departments when their students can take the courses offered by the other academic unit/department. There may be a case to be made for a duplicative course if the other academic unit/department does not allow the proposing academic unit/department’s students to enroll in its course, and conversely, if the proposing academic unit/department is designing a course that is open and applicable only to its majors and minors.”

A newly established procedure will be implemented by a university wide Chancellor’s Committee that will settle disagreements. Best practice will be to work them out collaboratively ahead of time.