# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pnggraduate COMMITTEE curriculum PROPOSAL FORM

## A. Cover page (hover over text for more instructions)

Please do not use highlight. When choices are given within categories, please delete those that do not apply to your proposal. Please do not delete numbered categories. All numbers in section (A) must be completed. Use "none" in A.5 or A.6 if appropriate.

|  |  |  |
| --- | --- | --- |
| A.1[. Course or program](#_acknowledge) |  |  |
| [Replacing](#Ifapplicable)  |  |  |
| Academic Unit | Faculty of Arts and Sciences | School of Business | School of Education | School of Nursing | School of Social Work | Other: (Indicate)  |  |
| A.2. [Proposal type](#type) | Course: creation | revision | [deletion](#deletion) Program[: creation](#creation) | [revision](#revision) | deletion | [suspension](#suspension) |  |
| A.3. [Originator](#Originator) |  | [Home department](#home_dept) |  |
| A.4. [Rationale](#Rationale)Additional Information for [new programs](#type) |  |
| A.5. [Student impact](#student_impact) |  |
| A.6. [Impact on other programs](#impact) |  |
| A.7. [Resource impact](#Resource) | *[Faculty PT & FT](#faculty" \o "Need to hire new full-time or part-time faculty? This is where you indicate if this proposal will be affecting FLH in your department/program.)*:  |  |
|  | [*Library*:](#library) |  |
|  | [*Technology*](#technology) |  |
|  | [*Facilities*](#facilities): |  |
| A.8. [Semester effective](#Semester_effective) |  | A.9. [Rationale if sooner than next Fall](#Semester_effective) |  |

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| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include all relevant pages from the college catalog and show how the catalog will be revised. (1) Go to the “Forms and Information” on the GCC website <http://www.ric.edu/graduate_committee/Pages/how-to-submit-a-proposal.aspx>(2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal, making sure that program totals are correct when adding or deleting course credits. |

## B. NEW OR REVISED COURSES

Please do not use highlight. Delete the page if the proposal does not include new or revised courses. When choices are given within categories, please delete those that do not apply to your proposal.

|  | Old ([for revisions only](#Revisions))ONLY include information that is being revised, otherwise leave blank | NewExamples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title)  |  |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title)  |  |  |
| B.4. [Course description](#description)  |  |  |
| B.5. [Prerequisite(s)](#prereqs) |  |  |
| B.6. [Offered](#Offered) | Fall | Spring | Summer |Even years | Odd years | Annually[Alternate Years](file:///C%3A%5CUsers%5Cjfuentes_4972%5CDownloads%5CAlternate%20Years)  | As needed | Fall | Spring | Summer |Even years | Odd years | AnnuallyAlternate Years | As needed. |
| B.7. [Contact hours](#contacthours)  |  |  |
| B.8. [Credit hours](#credits) |  |  |
| B.9. [Justify differences if any](#differences) |  |
| B.10. [Grading system](#grading)  | Letter grade  | Letter grade | S/U |
| B.11. [Instructional methods](#instr_methods) | Fieldwork | Internship | Laboratory | Lecture | Practicum | Seminar | Small group | Individual | Studio work |  | Fieldwork | Internship | Laboratory | Lecture | Practicum | Seminar | Small group | Individual | Studio work  |
| B.11.a [Delivery Method](#instr_methods) | On campus | Distance learning | [% Online](#Online) | Asynchronous |Hybrid | On campus | Distance learning | [% Online](#Online) | Asynchronous |Hybrid |
| B.12.[Categories](#required) | Required for program |Restricted elective for program | Free elective | Required for Certification  | Required for program | Restricted elective for program | Free elective | Required for Certification |
| B.13. [How will student performance be evaluated?](#performance) | Attendance | Class participation | Clinical work | Exams | Fieldwork | Presentations | Papers | Class Work | Interviews | Quizzes |Performance Protocols | Projects | | Reports of outside supervisor | Studio work | Attendance | Class participation | Clinical work | Exams | Fieldwork | Presentations | Papers | Class Work | Interviews | Quizzes |Performance Protocols | Projects | | Reports of outside supervisor | Studio work |
| B.14. [Redundancy with, existing courses](#competing) |  |  |
| B. 15. Other changes, if any |  |

| B.16. [Course learning outcomes](#outcomes): List each outcome in a separate row | [Professional organization standard(s)](#standards), if relevant  | [How will each outcome be measured?](#measured) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  | Click Tab from here to add rows |

| B.17. [Topical outline](#outline): Please do not include a full syllabus |
| --- |
| 1. Topic 1
	1. Subtopic 1a
	2. Subtopic 1b
	3. Subtopic 1c
2. Topic 2
	1. Subtopic 2a
	2. Subtopic 2b
3. Etc.
 |

## C. [Program Proposals](#program_proposals)

Please complete only what is relevant to your proposal. Delete this page if the proposal is not revising, creating, deleting or suspending any program.

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments) |  |  |
| C.2. [Admission requirements](#admissions) |  |  |
| C.3. [Retention requirements](#retention) |  |  |
| C.4. [Course requirements](#course_reqs) for each program option |  |  |
| C.5. [Credit count](#credit_count) for each program option |  |  |
| C.6. Requirement for thesis, project, or comprehensive exam  |  |  |
| C.7. Program Accreditation |  |  |
| C.8 [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)Needed for all new programs |  |  |
| C.9. Other changes if any |  |  |

## D. Signatures

##### You must obtain all signatures before GCC can consider your proposal. Signatures should be obtained electronically using Adobe Acrobat Sign. The chair of GCC can assist you with the process.

* Changes that directly impact more than one department or program must include the signatures of all relevant department chairs, program directors, and deans. This applies to creating or modifying programs which include courses from a different department.
* Type in name of person signing with their position and affiliation.
* Send electronic files of the proposal, accompanying catalog copy, and the completed signature page to graduatecommittee@ric.edu.
* Signatures must be obtained electronically using Adobe Acrobat. The chair of Graduate Committee can assist you with the process.
* Unfortunately, the Graduate Committee cannot consider proposals without the necessary signatures.
* Please check the Graduate Committee website for due dates.

##### D.1. Approvals:

##### Required from department chairs, program directors, and deans from the academic unit originating the proposal.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
|  | Program Director of  |  |  |
|  | Chair of  |  |  |
|  | Dean of  |  | Tab to add rows |

##### D.2. [Acknowledgements](#acknowledge):

##### Required from all departments (and corresponding dean) impacted by the proposal. Signature does not indicate approval. Concerns should be brought to the attention of the graduate committee chair for discussion.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
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|  |  |  | Tab to add rows |