COURSE ACTION FORM

Due in Provost’s Office no later than February 15 for inclusion in the next catalog.

Department:  
College/School:  
Date Prepared:  

Course Action(s):  
| New Course, complete Section 2 and include Rationale Statement | Change in Existing Course, Including Cross-Listings, complete Sections 1 & 2 for both courses. |
| Delete Course, complete line 1 only of Section 1 |
Note: For any action involving Graduate Courses, please submit the Course Action Checklist with this form.

Section 1. Current Catalogue Information on Existing Course

Prefix and course number:  
Title:  
Description (maximum 25 words):  
Pre/co-requisites:  
Number of credit hours:  
Cross-listings (if applicable):  

Section 2. Information on Proposed New Course or Proposed Change to an Existing Course (for existing course, only include information that is changing)

Prefix and course number:  
Title: (maximum 30 characters)  
Description (maximum 25 words):  
Pre/co-requisites:  
Number of credit hours:  
Cross-listings (if applicable):  

Approval  (Cross-listed courses require approval of the dept chair, curriculum committee and dean from both units.)

Department Chair/Program Director:  
Signature  Date  
Signature  Date  
College/School Curriculum Committee:  
Signature  Date  
Signature  Date  
College/School Dean  
Signature  Date  
Signature  Date  

Send completed form(s), with applicable attachments, to the Provost’s Office, 348 Waterman or fax to (802) 656-1363.

For Provost’s Office use only

Approved for undergraduate credit:  
Signature  Date  
Approved for graduate credit:  
Signature  Date  
Department/Program notified:  
Signature  Date
Rationale Statement for New Courses

1. **Academic Merit.** How would the proposed new course enhance the academic program of your department? (i.e. Does the course cover a body of material not previously examined or does it take a new point of view toward material already in the curriculum?)

2. **Overlapping Courses.** Which courses, if any, in your department or in other departments or schools cover substantial parts of the material of this course? In what ways would the proposed new course differ from these courses?

3. **Type of Student.** What students are most likely to register for this course? (i.e.: from what departments or schools, graduate or undergraduate? Is this a required or elective course?)

4. **Number of Students.** How many students do you expect to take this course the first time it is offered? In subsequent offerings?

5. **Number and Size of Sections.** How many sections of this course would be offered in fall semesters? In spring semesters? In summer session? Number of students/sections?

6. **Teaching Loads.** Can this new course be offered with the faculty that is currently available? If so, how? Does the new course replace an existing course which is being dropped? If so, which course? How will teaching loads or class sizes in other courses be affected by the proposed course?

7. **Effect on other Departments.** Would other departments require this course as a prerequisite? Which courses in other departments are prerequisites for this course? Please provide evidence that departments which might be affected by this new course have been consulted.

8. **Proposed Fees.** Are there any Course/Lab Fees associated with this course?

9. **Facilities/Space:** Can this new course be offered existing facilities/space? If not, what additional facilities or space would be required?

10. **Library/Equipment Needs:** Have you reviewed with Library/Media Services or CIT any equipment, services and/or appropriate computer needs required by this proposed new course?
Graduate College
COURSE ACTION CHECKLIST

Deadline for inclusion in the next catalog: FEBRUARY 15th

Send completed form with required materials to the Office of the Provost, 349 Waterman
For information call 656-3160 (gradcoll@uvm.edu)

Prefix and Course Number: ____________  Completed by: ____________________
Course Title: _______________________   Date:____________________________
Graduate Program:___________________   Campus phone: ___________________
College/School______________________   e-mail:  __________________________

Select one action:       Delete Course ___   Course Change___   New Course ___

Cross-listing(s):    No__   Yes, List all: __________________________________________

Required for each action:

1.  Course Action Form(s) for each course action   __________ including each cross-listed course.
2.  Required signatures on Course Action Form    __________
3.  Course Syllabus / Reading List – for new courses, and requests to approve courses for graduate credit __________

   The course syllabus should describe the kinds of graduate-level academic work expected, and explain how graduate-level learning will be facilitated. Evaluation methods used to assess graduate student performance should also be addressed, and if the course is a 200-level offering, describe the different learning experiences and evaluation methods to be used for graduate and undergraduate students.

4.  CV for non-Graduate Faculty instructor   __________
5.  Short cover letter with justification for described actions __________

   Faculty members proposing courses for graduate credit should describe (a) reasons for the proposed action, (b) relationship to other courses, and (c) resource requirements.


________________________

Returned to Department for more information: ____________________ Date

Approved by Graduate College Executive Committee:  ____________________ Date

Department notified of decision:  _________   Provost’s Office notified:  ____________________ Date


Course Change Process

The Faculty Senate approved on February 22, 1979, the following process for a systematic and informative method of effecting course changes.

1. Initial development, modification, or deletion of a course by a faculty member (or group of faculty members) first must be considered and approved at the department and program level.

2. Before consideration by the school or college in question, information about their course changes should be distributed for reaction to units that may have an interest. In the case of a new course, the information to be distributed should be comprehensive. When a course is modified by adding substantive new information to a course description already included in the Catalogue or deleting a course from same, then the specific changes should be distributed to interested parties. All information distributed and reactions to same should be in writing and be included as part of the course change information forwarded to the curriculum committee (or comparable body) within the school or college originating the course change.

3. If the course under consideration carries graduate credit, then upon approval by the appropriate curriculum committee (or comparable body) the information indicated in Part 2 will be forwarded to the Graduate Executive Committee for review. The results of the review by the Graduate Executive Committee will be forwarded to both the department and the curriculum committee.

4. If a positive decision upon the course change has been reached by the school or college in question, then a copy of the Course Change Form is forwarded to the Office of the Provost. The role of the Office of the Provost is strictly clerical in this process.

5. Upon receipt of a sufficient number of course change forms from academic units throughout the University, the Office of the Provost will distribute to all deans, all chairpersons and program directors (with explicit directions for distribution to all faculty in their unit), and the Registrar, a list of only those changes, approved by the appropriate college and school, to appear in the Catalogue. Such University-wide list of course changes will be distributed three times a year or more frequently if the need arises. At the end of two weeks following the distribution of this list, and if there are no responses or questions about specific course changes included therein, then those approved and circulated course changes will be included in the next published Catalogue.

Valid reasons for raising objections to a course change are, for example, overlap between departments and missions and an adverse effect on the academic program in another school or college.

6. If, however, there are questions about a specific course change, the department(s) objecting to the change will notify the Office of the Provost and the department proposing the course of the objection. The parties to the conflict must meet and attempt to resolve the conflict amongst themselves. If this attempt is successful and ratified by the appropriate department and college, then the resolution of the conflict is reported by both parties (or in a joint communication) to the Office of the Provost so that the course may be included in the Catalogue.

7. If the departments and programs involved cannot resolve the conflict to the satisfaction of all involved, then the Office of the Provost will be notified and the problem will be referred to the Senate Academic Affairs Committee for adjudication. The result of this adjudication will be reported to the Office of the Provost and the department or program in question.