

Working Group Recommendations for changes to existing procedures for adding new undergraduate and UG/GR equivalent courses (excluding FWIS, LPAP, COLL courses) :

1. Revise the New Course Request Form, adding the information fields shown in the proposed form (attached) boxes 2 and 3 to those required by the OTR (Office of the Registrar) in box 1
  - a. The data fields required by the OTR are not all shown on the draft form – they will include the information on the current new course form
  
2. Institute a university-wide procedure for courses that will be offered on a one-time basis (e.g., by visiting faculty or postdocs) or as a first-time course offered as a pilot.
  - a. These will be created under a Special/Advanced Topics/Seminar course or courses designated for this purpose in each Department. The OTR will create a section for the one-time course. It will appear with the section title in online registration and on the student transcript.
  
3. Revise the review process for New Course requests
  - a. Add a level of review by a School Course Review Committee (SCRC) composed of Directors of Undergraduate Studies (or curricular reps chosen by departments) and the Dean of the School. The SCRC will review departmental and extra-departmental new course requests within the School as follows:
    - i. For departmental requests, the scope and purpose of SCRC review shall be:
      1. To insure consistency in awarding of credit hours
      2. To share information on best practices for department review
      3. Review of course content, subject matter, methodology is excluded; that is the responsibility of the department
    - ii. For extra-departmental requests within the School, the scope and purpose of SCRC review shall be:
      1. To provide evaluation and oversight by faculty of suitability for academic credit and appropriateness within the curriculum
      2. To insure consistency in awarding of credit hours
      3. To facilitate school-wide conversation on co-curricular courses and broader curricular developments
    - iii. The Committee on the Undergraduate Curriculum will receive notice of all approved courses
  
  - b. Waive SCRC review for departmental courses offered on a one-time or pilot basis.

- i. New Course Request forms with all required information must still be signed by the chair of the SCRC committee.
  - c. Review of new course requests originating outside of schools (e.g., UNIV), will be conducted by the Committee on the Undergraduate Curriculum
  - d. The Committee on the Undergraduate Curriculum will be notified of all approved courses
- 4. Adopt a calendar with deadlines for new course creation
  - a. **For one-time courses** or pilot courses, requests must be submitted by **August 1 for Fall semester courses**, and **December 1 for Spring semester courses**.
  - b. For regular courses created through the New Course Review process, requests must be submitted by **October 1 for Spring semester courses** and **March 1 for Fall semester courses**. Review should be completed in time for inclusion in pre-registration lists for the following semester.