## FORM A- Approvals

### Proposed Course Name: ____  Proposed Course Number: ____

### Approval Signatures

<table>
<thead>
<tr>
<th>Recommend</th>
<th>Not Recommend</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Chairperson, Department Curriculum Committee (If Applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department/School Chairperson</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chairperson, College Curriculum Committee (If Applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean of the College</td>
<td></td>
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<td></td>
<td></td>
<td>Dean of the Graduate College (If Applicable)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Chairperson, Senate Undergraduate/Graduate Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provost/Vice President for Academic Affairs (Final sign-off)</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum and proposed degrees/majors will be circulated to the university community for reaction on a Curriculum Electronic bulletin board two weeks prior to discussion on the Graduate/Undergraduate Committee. Comments should be forwarded to the appropriate dean.

*Consultation between appropriate chairpersons and deans must occur if this item impacts another unit before final approval.*
# Georgia Southern University
## Curriculum Form A

**To:** Undergraduate Committee  
**Date Submitted:** _____  
**Graduate Committee**  
**Proposed Effective Term:** _____  
**From:** (Dept.)  
**Department Code:**  
**College Code:**

[ ] New Course  
[ ] Course Deletions  
[ ] Course Revisions  
[ ] Selected Topics Announcement

### Course Information

1. New
   - Subject: _____  
   - Number: _____

2. Current
   - Subject: _____  
   - Number: _____
   - 2b. Course Change:
     - Drop-down  
     - To: _____
     - Drop-down
     - Drop-down
     - Drop-down
     - Drop-down

3. Course Title (max 30 characters): _____
   - Full Course Title for Catalog: _____

4. Proposed Prerequisite(s):
   - (new course/course change)
   - Minimum Prerequisite Grade: NA
   - Proposed Co-requisite(s):
     - (new course/course change)
   - Proposed Prerequisite or Co-requisite(s):
     - (new course/course change)
     - Minimum Prerequisite Grade: NA

5. Current Prerequisite(s)/Co-requisite(s):
   - Subject: _____  
   - Number: _____
   - (course change only)

6. CIP Code: _____
   - Additional Fees: Drop-down
   - Repeatable for Credit: Drop-down

7. Grading Mode:
   - 1) Drop-down (default)  
   - 2) Drop-down
   - 3) Drop-down

8. Credit Hours:
   -  
   - Lab Contact Hours: _____ to _____
   - Lecture Contact Hours: _____ to _____
   - Ratio of Contact Hours to Credit Hours: _____ to _____
   - Other Hours: _____

9. Schedule Type:
   - 1) Drop-down (default)  
   - 2) Drop-down
   - 3) Drop-down  
   - 4) Drop-down

3/28/03 2:37 PM
<table>
<thead>
<tr>
<th>PROPOSED</th>
<th>CATALOG DESCRIPTION (New course/course change) (Note: Description should include the number of credit hours):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
<td>CATALOG DESCRIPTION (Use for course revisions/course deletions):</td>
</tr>
<tr>
<td>REMARKS</td>
<td>AND JUSTIFICATION: (Short summary)</td>
</tr>
</tbody>
</table>
FORM A- Proposed New Course

Answers to all the following questions must be furnished.
Limit your responses to two pages.

1. **Need for the Course**: Identify the need for the course; for example, required for the major, for certification, elective, etc.

2. **Similarity with existing course**: Include a clear statement indicating that a thorough examination has been made of other departments/units/colleges and discuss to what extent this course duplicates or overlaps existing course(s). If course duplication occurs provide a justification for a similar course and a description of dialogues that have occurred with the department(s) where the duplication exists.

3. **Accreditation/Licensure approval**: Does this course meet the desired requirements for the appropriate accreditation bodies? Has the proposing unit secured the appropriate approval of all on-campus governing bodies (e.g., TEAC)?

4. **Course Goals/Objectives**: Clearly outline the objectives of the proposed course. Describe the student learning outcomes that are expected from this course.

5. **Student Assessment Procedures**: Briefly describe how student learning will be assessed.

6. **Course Content Outline**: Provide a list of topics covered by the course, methodology used to deliver material, and typical materials (e.g., texts) used within the course.

7. **University Resources Statement**: Provide information concerning what university resources will be required for this course. Do we currently have faculty trained and available to teach this course? Does the university have equipment/technology/software/etc. required? Does the institution have the library resources needed by the instructor or by students taking this class? If insufficient resources currently exist to teach this course, please indicate what is needed and the unit’s plan to garner these resources.

8. **Fee Explanation (when appropriate)**: If the proposed course requires an additional fee, explain what it is and how the fee will be used. (Implementation of a special course fee must be approved per university policy.)
FORM B- Proposed New or Revised Programs

Proposed Program Title: _____

Degree: Drop-down

Approval Signatures

☐ Recommend
☐ Not Recommend
Chairperson, Department Curriculum Committee
(If Applicable) Date

☐ Recommend
☐ Not Recommend
Department/School Chairperson Date

☐ Recommend
☐ Not Recommend
Chairperson, College Curriculum Committee
(If Applicable) Date

☐ Recommend
☐ Not Recommend
Dean of the College Date

☐ Recommend
☐ Not Recommend
Dean of the Graduate College
(If Applicable) Date

☐ Recommend
☐ Not Recommend
Chairperson, Senate Undergraduate/Graduate Committee Date

☐ Recommend
☐ Not Recommend
Provost/Vice President for Academic Affairs
(Final sign-off) Date

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*Consultation between appropriate chairpersons and deans must occur if this item impacts another unit before
final approval.
FORM B- Proposed New or Revised Programs

Proposed Name of Program: _____

1. Type: □ New Preliminary Proposal (Attach in Regents’ required format.)
   OR
   □ Formal Proposal (Attach in Regents’ required format.)
   OR
   □ Revision to Existing Proposal (Attach in Regents’ required format.)

2. Proposal for: Drop-down Other: _____ (please specify)

3. College:
   ___________ Code ___________ Description

4. Department:
   ___________ Code ___________ Description

5. Effective Date: _____

6. Degree: Drop-down

7. Total Credit Hours Required: _____

8. Is this a change in credits (for Revisions only)? □ Yes □ No

9. Target Group of Students: _____

10. Additional Resources Needed: (check all that apply)
    □ Faculty □ Computer Needs □ Equipment □ Facilities □ Library Resources □ Staff Support
    □ Distributed Learning Support □ Other _____

11. Consistent with goals of: (check all that apply)
    □ Department □ College □ University Strategic Plan □ State/Regional Needs
    □ Accreditation

Note: Proposing unit must submit program proposal following Regents’ template at
http://www.usg.edu/admin/acadaff/handbook/section2/2.03/2.03.02.phtml
**DROP-DOWN MENU OPTIONS**

**Form A**

<table>
<thead>
<tr>
<th>Course Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Catalog Description</td>
</tr>
<tr>
<td>Prerequisite(s)</td>
</tr>
<tr>
<td>Co-requisite(s)</td>
</tr>
<tr>
<td>Credit Hour</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

**Grading Mode:**

- 6 = LS ENGL
- 7 = LS MATH
- 8 = LS RDG
- A = Audit
- B = Regents RDG & WRIT
- C = CPC
- N = Normal (A-F)
- R = Regents RDG
- S = Satisfactory/Unsatisfactory
- W = Regents WRIT

**Schedule Type:**

- A = Lecture
- B = Lecture/Supervised Laboratory
- C = Lecture/Unsupervised Lab
- D = Seminar
- E = Supervised Laboratory
- F = Unsupervised Laboratory
- G = Independent Study (Correspond)
- H = Directed Study (one-to-one)
- I = Practice Teaching
- M = Asynchronous Instruction
- N = Internship/Practicum
- O = Thesis
- P = Dissertation

**Form B**

<table>
<thead>
<tr>
<th>Proposal for:</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate Major</td>
</tr>
<tr>
<td>Undergraduate Concentration</td>
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<tr>
<td>Undergraduate Minor</td>
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<tr>
<td>Undergraduate Certificate</td>
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<tr>
<td>Undergraduate Emphasis</td>
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<tr>
<td>Undergraduate Second Discipline</td>
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<tr>
<td>Graduate Major</td>
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<td>Graduate Concentration</td>
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<tr>
<td>Graduate Certificate</td>
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<td>Graduate Emphasis</td>
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<td>Graduate Second Discipline</td>
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<tr>
<td>Distant Education Delivery</td>
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<tr>
<td>External Degree</td>
</tr>
</tbody>
</table>

**Degree:**

- BA
- BFA
- BM
- BS
- BSED
- BBA
- BSK
- BSHS
- BSN
- MA
- MBA
- MED
- MRA
- MHSA
- MACC
- MPH
- MT
- MS
- MSN
- EDS
- MM
- EDD
- MPA
- OTHER