

Instructions for Curriculum Change Forms

General Instructions: Proposing Departments/Schools are to consult the Faculty Handbook (Section 6-10.B; Curriculum Development and Revision) with regard to proposal construction and process.

An electronic version of the proposal (without signatures) in Word must reach the Chair, Subcommittee on Curriculum, at least **1 week prior** to a meeting. This will be used as part of the Agenda.

A completed typed/wordprocessed hard copy of the proposal (with all signatures) must reach the Chair, Subcommittee on Curriculum, at least **3 days prior** to a meeting, if this is not received, the item will be removed from the agenda.

1. Program Proposal Form:

- a. This form is used for creating, deleting, or modifying a **program** (i.e., a major, minor, or a degree program e.g., MS in Physics).
- b. A copy of the new or revised program as it will appear in the catalog must be attached to the proposal form.
- c. If the proposal needs approval from a body outside UNC-Pembroke (e.g. Office of the President, etc.), then it is the responsibility of the proposing department to monitor and obtain that approval. Approval or failure to obtain approval by the end of the academic year **must** be communicated to the Faculty Senate by the proposing department for forwarding to Registrar or recall of the proposal. Proposing department must also arrange to update the catalog when approval is received.
- d. **Part 2 Signatures** – It is the responsibility of the proposing department to obtain all required signatures prior to submission to the Subcommittee on Curriculum. This also includes signatures from Chairs of other Departments or other programs that may be affected by the change.
- e. **Part 3 Abstract**—Use this section to describe briefly but completely what the change involves.
- f. **Part 4 Rationale** – Use this section to describe why the change is being requested.
- g. If the form is being used for a very minor change to the program the Subcommittee can recommend that the proposal, if passed, be sent directly to the Registrar's Office for action. This will be done if the Chair of the Academic Affairs Committee agrees. If not the proposal will then be heard by the Academic Affairs Committee and later the Faculty Senate.

2. Course Proposal Form:

- a. This form is used for adding, deleting, or revising a course (e.g., change the meaning or content of a course). Only changes to one course should be on each form.
- b. All course Prefixes and Numbers have to be approved by the Registrar's Office prior to submission of the proposal to the subcommittee.

- c. If a course is going to be cross-listed, the prefix for the primary department has to be first.
- d. List all prerequisites and whether or not this proposed course is required for a major, minor, or program and if so, name the major, minor or program.
- e. Provide a course description. This will be the description used for the catalog. Also, for new courses, attach a prospective syllabus.
- f. Only 27 characters can be used for the course title, this includes counting spaces between words.
- g. In the block for course activity codes, fill-in the three letter abbreviation for the primary methodology for delivering the course. Activity codes and descriptions are at the end of this document.
- h. **Part 2 Signatures** – It is the responsibility of the proposing department to obtain all required signatures prior to submission to the Subcommittee on Curriculum. This includes signatures from Chairs of other Departments or other programs that may be affected by the change.
- i. Does the proposed change affect any articulation agreements? If so, list the affected agreements and how this proposal will affect them.
- j. **Part 3 Abstract** – Provide a brief but complete statement concerning what is the nature of the proposal.
- k. **Part 4 Rationale** -- Provide a brief but complete statement as to why this proposal is being requested.
- l. If the form is being used for a very minor change to the program the Subcommittee can recommend that the proposal, if passed, be sent directly to the Registrar's Office for action. This will be done if the Chair of the Academic Affairs Committee agrees. If not, the proposal will then be heard by the Academic Affairs Committee and later the Faculty Senate.

Course Activity Codes

These codes are for the expected usual or normal means of conducting the course. For example, if the course is normally a lecture with 25 students but only 6 sign up for a particular section, the instructor may conduct it more as a seminar but it is still considered a lecture.

ACT - *Activity* – A structured course in which students participate in learning a physical activity such as playing a sport.

DIR - *Directed Study* – A course in which a student pursues research under the guidance of a faculty member to: 1) pursue in-depth an area covered more generally in another course, or 2) to explore a topic not normally covered in the curriculum. The student identifies the topic.

- FWK - *Field Work* – Similar to an internship but generally at a social service agency. Provides students with the opportunity to experience practical applications of social work under the direction of an agency supervisor.
- IND - *Independent Study* – Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually taken outside the regular classroom structure.
- INT - *Internship* – A structured and significant education experience that takes place in an approved agency, school, community organization, or business, under the supervision of a site administrator and the guidance of the student's department. Provides an opportunity to apply concepts and develop professional skills in an actual practice setting. The work can be full-time or part-time, on-or off-campus, paid or non-paid.
- LAB - *Laboratory* – An instructor-supervised class, usually associated with a lecture class, in which students carry out exercises of investigation, observation, and/or experimentation. Lab exercises allow students to apply concepts from the lecture class.
- LEC - *Lecture* - A course that is primarily a communication of prepared material from the instructor to students. Students may take notes, ask questions and participate in discussions.
- MST - *Master's Thesis* – Preparation of the Master's Thesis.
- PRC - *Practicum* – Placement for observation and/or application of content in an education setting.
- PRF - *Performance* – A course in which students participate in one of the university's musical performance groups.
- PRL - *Private Lesson* – Students work one on one with the instructor, usually developing skills with musical instruments.
- SEM - *Seminar* – A small class designed for information exchange and discussion on a specialized topic, under the supervision and leadership of a faculty member.
- STU - *Studio* – A course in which students engage in hands on application of artistic or musical principles that introduce or

reinforce techniques and repertoire and which lead students to become performing musicians or practicing artists.

