COLLEGE CURRICULUM COMMITTEE

The college curriculum committee is composed of faculty representatives from each department within the college, plus the Dean of the college ex officio, and student representatives. The College Curriculum Committee has the following three major responsibilities:

1. To evaluate for approval proposed courses and programs, both undergraduate and graduate.
2. To evaluate for approval changes to existing courses and programs, both undergraduate and graduate.
3. To forward approved proposals to the appropriate oversight committee for evaluation and approval.

Procedures for Curriculum Change

New Course Approval Process

To initiate the new course approval process, send 12 copies of the following to the respective College Curriculum Committee:

1. Form A "New Course Approvals," Section VIII, available from department chairs (in paper or electronic version), or on the Curriculum site of the TU home page. Explanations of terms used in Form A, as well as guidelines for course titles, catalog descriptions, GenEd status, credit hours, levels, etc., are included in Section IV.
2. Course Rationale: A statement of evidence supporting the Program's and University's need for the course and relating the proposed course to the goals of the program.
3. Syllabus: A full description of the course, including the following:

   a) Course objectives;
   b) Course content, usually in the form of a schedule of topics and assignments that explicate and justify both the catalog title and level (lower-division, upper-division, graduate);
   c) Statements of requirements (readings, assignments, tests, finals) and procedures by which the final grade is calculated;
   d) Policies on academic dishonesty, including plagiarism, as it related to grades;
   e) Policy on attendance, as it relates to grades;
   f) A statement of how much and what type of additional work is required of graduate students if the course is offered for graduate as well as undergraduate credit; and
   g) Bibliography (Required for upper-level and graduate courses);

4. Statement of Curse Overlap: Each proposal must include a statement about the possible overlap with other courses within or between programs. If potential overlap exists, a statement describing its

extent as well as syllabi for the existing course(s) must be included. If the proposed course overlaps courses in other program(s), evidence of consultation with the other program(s) is needed.

5. Resource Requirements: A statement that existing resources are adequate, or, if not, a statement that the program has the means and agrees to purchase the necessary resources.

Approval of Changes in Existing Courses

To initiate changes in existing courses or to delete a course, send 12 copies of the following to the College Curriculum Committee:

1. Form B – "Changes in Existing Courses," Section VIII, available from department chairs (in paper or electronic version). Explanations of terms used on Form B, as well as guidelines for course titles, catalog descriptions, GenEd status, credit hours, levels, etc., are included in Section IV.
2. Impact Statement: Evidence that chairs of potentially affected programs have received and have had an opportunity to respond regarding the proposed changes.

Course Approval Checklist

Courses that are submitted to the CHP College Curriculum Committee are required to be checked for quality and compliance with Towson University stipulations. Please review the checklist below before submitting New Course Approval requests.

Done	Checklist Items	Comments
	Department Chairperson or Graduate Program Director Signature	
	Rationale statement: Include an attachment (1 paragraph) that summarizes why the modification (e.g., proposed change) or addition of a new course is needed – what gap does it fill.	
	Statement of overlap: Include an attachment (1 paragraph) that indicates any potential overlap the modification or new course may have with an existing course at TU. If there is a potential for overlap, evidence regarding a letter from the department—that currently offers a course that may potentially overlap – explaining that there is not conflict will expedite approval. If there is no overlap, include a brief statement to this effect.	
	Suggested abbreviation of course name: Max 17 characters (this is not the hegis code of the course)	
	Title of course: Accurately reflects the content of the course	
	Succinct and appropriate course description: The catalogue description should be in italics and limited to one or two sentences. Although there is no policy for length (in terms of word limit), brevity is the rule. A more complete description can appear in a paragraph below the catalogue description.	

	Indicates if course can be repeated: "May be repeated for a maximum of ___ credits." (Specify '0' if course is not repeatable).	
	Syllabus includes a list of objectives: Objectives are appropriate for the content of the course	
	Clearly stated assignments: This includes description and specifications for all class assignments, papers, projects, presentations, etc.	
	Specific evaluation criteria: Should be included for each assignment, indicating the category (e.g., content, writing style, organization, etc.) and the maximum number of points or percentage each category is awarded.	
	Clearly stated grading policy: Criteria for A, B, C, D, F. (Only A, B, C, F for graduate courses) If course is listed for both undergraduate and graduate students, the syllabus must state more or greater in-depth assignments for graduate students.	
	Syllabus includes a topical outline: Provides an understanding of what will be taught week-by-week in class.	
	Syllabus includes a bibliography: Not listed as "References" unless specifically used in the course.	
	Syllabus includes statements regarding course polices:	
	Class attendance, participation, absence and make-up statements.	
	Penalties for late assignments	
	University policy on incompletes	
	Students may not repeat a course more than once without prior permission of the Academic Standards Committee	
	Statement on personal honesty, integrity, cheating, plagiarizing.	
	Refer students to policies in Department Student Handbook	
	Students with Disabilities: "This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS) 7720 York Road, Suite 232, 410/704-2638 (Voice or TDD) Students who suspect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made."	