Instructions
Course Proposal and Change Form
Curriculum and Academic Policy Committee (CAP)

The Course Proposal and Change Form should be used for all new course proposals and course-change proposals that do not require approval from the Connecticut Community College system. A proposal for a new program, certificate program, or a program revision of 15 credits or more requires System approval. In addition to this form, a proposal for a new program or program revision requires the use of the Academic Program Approval Process Manual. Visit http://www.commnet.edu/academics/docs/PROGRAM_PLANNING.doc to download the document.

All proposals are to be submitted to CAP only after the appropriate division has recommended the proposal and it has been signed by the division chair.

View the Course Development Action Grid (located on the P-drive. Click on the “College Council Standing Committees” folder, then the “Curriculum and Academic Policy” folder, and then the “Current CAP Forms and Instructions” folder).

1. Overlapping Course/Program Content: Any course content overlapping with or significantly impacting on the enrollments, offerings, or programs of another unit (division or program) at the College are said to overlap and/or impact. If such overlap/impact occurs, you must contact all chairs, coordinators, etc. of those programs for which this may be of concern and, before submission to any committee, try to arrive at consensus concerning the appropriateness of the proposed action.

2. Justification for New Course or Change to Existing Course: This should include all the reasons you feel this change should be made, e.g., streamlining the major, more depth of study into an area, etc. Be specific. If the proposed course replaces an existing course, so indicate on the form. You do not have to complete a separate form to delete the course as the Registrar will automatically delete the course being replaced. Section V of the form—Further Course Information—is to be completed only if the proposal is for a new course.

3. Course Description: Enter the course description EXACTLY as it would appear in the catalog description. The first line is the three-letter subject acronym, an asterisk, the course number, comma, number of credits, comma, and the course title. Starting on the next line is the course description, then the prerequisites, and finally followed by “This is an “L” course” and/or “This is a “D” course” as applicable. To determine an appropriate course number and name, first see #6 Common Course Numbering below.

4. Attachments: Include a course outline and draft syllabus that contains learning outcomes, teaching format, titles of texts and other required and suggested course materials, writing requirements and projects, and an explanation of student evaluation and grading.

5. Formatting: When using this template, the type formats and layouts are pre-specified. Do not change them. Do not type in all caps. Several sections have been formatted to lie within expandable text boxes; this may force you to delete some carriage returns in order to keep the page-breaks correct. If you still do not have enough space, reduce the font size in the text boxes to 10, 9, or even 8 points.

6. Common Course Numbering: Common Course Numbering must be followed. Visit http://www.commnet.edu/academics/ccn/ and review the “common course numbering inventory,” a link near the bottom of the web page. Then click on the course discipline. If a listed course is 80% or more equivalent, then the course is already in the system, and you should use the same number and name. See the CAP chair with questions.

7. Effective Date: Changes approved by CAP (and College Council) in the Fall semester can be effective the following Fall semester at the earliest, and changes approved in the Spring semester can be effective the following Spring semester at the earliest.

When completing the Course Proposal and Change Form, you may wish to consult your program coordinator, division chair, CAP representative and/or Academic Dean for advice.

Once you have completed the form, submit it to your division, with appropriate attachments, for approval. Then submit it to CAP for approval, and then the CAP chair will forward the proposal to the College Council for approval, and then on to the Academic Dean and the President.