



September 6, 2023

TO: Department Chairs  
Program Directors  
Directors of Undergraduate Studies

Cc: Department Managers  
Undergraduate Program Administrators

FROM: Rebekah Peeples, Associate Dean for Curriculum and Assessment

RE: Curricular Proposals for the Faculty Committee on the Course of Study

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Annual  
Curricular  
Proposal Memo

As we begin the 2023-24 academic year, we invite you to review the following overview concerning new curricular proposals for undergraduate students. Please read and follow these guidelines carefully in order to expedite the review and approval process. Additional information regarding curricular proposals is also available on the [ODOC website](#).

**New Courses, New Term Topics, and New Topics Categories**

Proposals for new courses, including new term topics categories and new topics courses, should be submitted with a faculty memo, draft syllabus, and (if appropriate) a confirmation of cross-listings in the Course Information System (CIS). More information follows below about each of these required components:

**Memo:** New course proposals must include a memo from the Chair, Director of Undergraduate Studies, or Program Director. The memo communicates the department's endorsement of the course and affirmation that the syllabus meets the University's criteria for awarding course credit (see further below). The memo should state that the course comes with departmental/program approval and include the following information:

- A description of the course content and its relation to other courses in the department or program. If the course will be required for majors, please explain how it contributes to the department's curricular learning goals.



- Distribution area, if any, that the course will fulfill. Please note that the [Council on Science and Technology](#) must also approve the SEL or SEN general education designation for courses that have no prerequisites and are otherwise appropriate for the general education of all students. Proposals for a course to carry two distribution areas must include a memo explaining the rationale for each area.

**Syllabus:** New course proposals must include a preliminary syllabus (uploaded in the CIS), to include course assignments and required readings.

- The expectation of the Dean of the College is that each unit of course credit will require an average of 12 hours of work each week, including in-class meeting time. This generally means 6-9 hours of coursework outside of regularly scheduled meetings.
- All courses must have some form of final assessment that extends to Dean's Date and/or into the exam period, for instance a final paper or project, a final exam, or other graded final work. Normally, an undergraduate course will have only one form of final assessment.
- Dates listed in the syllabus should be consistent with the Princeton academic calendar and the deadlines must adhere to the academic rules governing the submission of work.
- When assigning percentages to graded components, please remember that no more than 50% of the final grade may be determined by any one assignment, and that participation should normally not exceed 30% of the final grade.

**Cross-listing confirmation:** If the proposed course will be cross-listed, please obtain written justification as well as the course number for the cross-listings from the cooperating department(s). A course may not carry more than three cross-listings. A copy of the email correspondence from the cross-listed department(s) or program(s) uploaded into the CIS will suffice.

### **Changes to Existing Department or Program Requirements**

Substantial changes to a department or program's requirements require review and approval by the Faculty Committee on the Course of Study as well as a vote of the University Faculty. A department or program memo describing the proposed changes, along with a draft listing for the Undergraduate Announcement, should be submitted to the COCS. Minor changes may be submitted for review during the summer in conjunction with the annual

Undergraduate Announcement update. Please contact Dean Peeples for guidance if you are unsure if the proposed revisions warrant review by the full COCS.

### **Required Course Travel**

Please consult the University's guidance about permissible [University-sponsored travel](#) before planning any course trips. Required course travel should be referenced in the course listing, whether that involves day trips off campus or overnight travel to domestic or international locations. Courses that involve international travel should alert students that they will need a valid passport in order to participate, and if they do not have it by the start of the course they will not be allowed to enroll. Faculty who wish to incorporate overnight group travel into an undergraduate course should first register their plans at [this link](#). Information provided in the form will be shared with the Global Safety and Security unit and the Office of International Programs as appropriate. After the form is submitted, a representative will reach out within a week to set up a preliminary review of the planned travel. Finally, we also remind faculty and departments that course-related travel during the mid-term breaks may not depart campus until Friday classes have concluded.

### **Proposals for New Minors**

As approved by the faculty in the spring of 2023, any academic unit with curricular authority from the Academic Planning Group can propose a minor to be available to students in the Classes of 2025 and beyond, beginning with the 2023-2024 academic year. This means that departments may elect to propose the establishment of a new minor and current certificate programs may elect to be reconstituted as a minor.

For additional information, please consult Dean Dolan's memo of August 31, 2023, which details the process along with required submission materials. For your reference, this information is also available on our [website](#).

A summary of submission deadlines and accompanying materials required for various curricular proposals follows below. Should you have questions please contact me or Vicky Glosson ([vtgt@princeton.edu](mailto:vtgt@princeton.edu)).

Type of Proposal	Submission Deadline	Accompanying Materials
<p><b>Course Conversions:</b> One-time-only (OTO) to permanent. <i>A minimum of two offerings of an OTO course must have occurred before a course conversion proposal is accepted.</i></p> <p><b>Permanent Course Decommissions</b></p> <p><i>Approved course decommissions and course conversions will affect your department's course listing in the next year's Undergraduate Announcement.</i></p>	<p>Course conversion and course decommission proposals are reviewed throughout the academic year. Final course conversion and decommission proposals for the academic year should be received by ODOC two weeks before the last COCS meeting on April 17, 2024.</p>	<p><b>Conversions:</b> Faculty memo from the Chair, Director, or DUS addressed to the Committee on the Course of Study (COCS). Attach a recent course offerings proof, syllabus, and enrollment history report for the course.</p> <p><b>Decommissions:</b> Faculty memo to the COCS. The memo should include the course title, course number, and rationale.</p> <p>Email all materials to Vicky Glosson two weeks prior to <a href="#">scheduled COCS meetings</a>.</p>
<p><b>Freshman Seminar Proposals</b></p>	<p>February 1, 2024</p>	<p>Applications for new and repeat freshman seminars must be submitted through the application portal. Include the title, description, syllabus, <a href="#">general education designation</a>, and preferred semester.</p>
<p><b>Minors Proposals</b></p>	<p>February 1, 2024</p>	<p>Proposal memo and rationale, along with proposed listing for the Undergraduate Announcement should be sent directly to Dean Peeples.</p>
<p><b>Material changes to departmental or program requirements (Examples: Changes to the plan of study, prerequisites, changes to or the addition of tracks within a concentration.)</b></p>	<p>February 1, 2024</p>	<p>Faculty memo to Dean Peeples. The memo should provide a rationale for proposed changes and a draft listing for the UA. Department will submit approved changes in the UA edit site in Drupal during the annual process to update the publication.</p>
<p><b>Minor changes to existing departmental or program requirements</b></p>	<p>Reviewed during the annual UA update process</p>	<p>Submit changes in the UA edit site in Drupal during the annual update process.</p>
<p><b>Change in course number, course title, or course "ownership" (i.e. primary listing)</b></p>	<p>Reviewed throughout the academic year</p>	<p>Email request to Vicky Glosson. Please include a rationale for the change.</p>
<p><b>Request to change the general education designation for an existing course</b></p>	<p>Reviewed throughout the academic year</p>	<p>Enter the proposed new general education designation through the Workcenter in PeopleSoft (CUP) and upload a revised syllabus and rationale for the change.</p>