



September 10, 2024

TO: Department Chairs
Program Directors
Directors of Undergraduate Studies

CC: Department Managers
Undergraduate Program Administrators

FROM: Rebekah Peebles, Associate Dean for Curriculum and Assessment

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

As we begin the 2024-25 academic year, please 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 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. Proposals for a course to carry two distribution areas must include a memo explaining the rationale for each area. 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. This approval is normally secured prior to submitting the course in the Course Information System.

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 is scheduled during 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's 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 whether the proposed revisions warrant review by the full COCS.

Required Course Travel

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.

Please consult the University's [guidance about faculty-led University-sponsored travel](#) before planning any course trips. Faculty who wish to incorporate overnight international group travel into an undergraduate course should first register their plans using this [form](#) administered by the Office of International Programs, and are encouraged to reach out to [Dr. Olga Liamkina](#), Assistant Director of Study Abroad, Faculty-Led Programs. Information provided in the form will be shared with the Global Safety and Security unit (GS&S) and University Health Services (UHS) as appropriate. After the form is submitted, the Office of International Programs will reach out to set up a preliminary review of the planned travel. Courses that involve international travel should alert students that they will need a valid passport (and visa, if applicable) in order to participate, and if they do not have it by the add/drop deadline, typically two weeks into the semester, they normally will not be allowed to enroll. Faculty and administrative support staff unfamiliar with the visa requirements should contact Dr. Liamkina immediately upon receiving a student roster to ensure students are timely and fully supported in their efforts to acquire a visa.

Faculty who wish to incorporate overnight domestic group travel into an undergraduate course should also consult the Internal Standards for University Travel Involving Undergraduate Students linked to above, and be sure to register their plans using EnrollMyTrip system. 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 2022, any academic unit with curricular authority from the Academic Planning Group can propose a minor. For additional information, please consult our [website](#). Sample program proposals, along with other relevant resources, are available [in this online folder](#).

In order to ensure ample time for review, submissions for new minors should be submitted by February 3, 2025.

A summary of submission deadlines and accompanying materials required for various curricular proposals follows below. Should you have questions, please contact me directly at rpeeples@princeton.edu.

Type of Proposal	Submission Deadline	Accompanying Materials
<p>Course Conversions: One-time-only (OTO) to permanent.</p> <p><i>A minimum of two offerings of an OTO course must have occurred before a course conversion proposal is accepted.</i></p> <p>Permanent Course Decommissions</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>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 16, 2025.</p>	<p>Conversions: 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>Decommissions: Faculty memo to the COCS. The memo should include the course title, course number, and rationale.</p> <p>Email all materials two weeks prior to scheduled COCS meetings.</p>
<p>Freshman Seminar Proposals</p>	<p>February 3, 2025</p>	<p>Applications for new and repeat freshman seminars must be submitted through the application portal. Include the title, description, syllabus, general education designation, and preferred semester.</p>
<p>Minors Proposals</p>	<p>February 3, 2025</p>	<p>Proposal memo and rationale, along with proposed listing for the Undergraduate Announcement should be sent directly to Dean Peeples.</p>
<p>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.)</p>	<p>February 3, 2025</p>	<p>Faculty memo to Dean Peeples. The memo should provide a rationale for proposed changes and a draft listing for the UA.</p> <p>Department will submit approved changes in the UA edit site in Drupal during the annual process to update the publication.</p>
<p>Minor changes to existing departmental or program requirements</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>Change in course number, course title, or course "ownership" (i.e. primary listing)</p>	<p>Reviewed throughout the academic year</p>	<p>Email request. Please include a rationale for the change.</p>
<p>Request to change the general education designation for an existing course</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>