



September 1, 2021

TO: Department Chairs
Program Directors
Directors of Undergraduate Studies
Cc: Department Managers
Undergraduate Program Administrators
FROM: Rebekah Peeples, Associate Dean of the College
RE: Curricular Proposals for the Undergraduate Committee on the Course of Study

In preparation for the 2021-22 academic year, we invite you to review the following overview. Please follow these guidelines carefully in order to expedite the review and approval process. Additional information regarding curricular proposals is available on ODOC's website.

Group Travel: 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. A summary of permissible travel is published in the Pandemic Travel Guidelines website.

Should you have questions please contact me, or Vicky Glosson (vtgt@princeton.edu).

Table with 3 columns: Type of Proposal, Submission Deadline, and Accompanying Materials. It details requirements for Course Conversions and Permanent Course Decommissions, including submission deadlines and required materials.

Type of Proposal	Submission Deadline	Accompanying Materials
Freshman Seminar Proposals	February 1, 2022	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.
New Certificate Programs	February 1, 2022	Faculty memo addressed to COCS, proposal, and draft Undergraduate Announcement (UA) language per guidelines below. Email all materials to Dean Peeples.
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.)	February 1, 2022	Faculty memo to Dean Peeples. The memo should provide a rationale for proposed changes. Department will submit approved changes in the UA edit site in Drupal during the annual process to update the publication.
Minor changes to existing departmental or program requirements	Reviewed during the annual UA update process	Submit changes in the UA edit site in Drupal during the annual update process.
Change in course number, course title, or course “ownership” (i.e. primary listing)	Reviewed throughout the academic year	Email request to Vicky Glosson. Please include a rationale for the change.
Request to change the general education designation for an existing course	Reviewed throughout the academic year	Enter the proposed new general education designation through the Workcenter in PeopleSoft (CUP) and upload a revised syllabus and rationale for the change.

New Courses, New Term Topics, New Topics Categories, and Course Conversions

- **Memo:** New course proposals must include a memo from the Chair, Director of Undergraduate Studies, or Program Director uploaded in the Course Management System (CMS). The memo should state that the course comes with departmental/program approval and include the following information:
 - Relation of the proposed course to other courses in the department or program, or to similar courses in other fields.
 - 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.
 - Long-range plans for the course and its impact on the curriculum: (a) if the proposal is for a permanent course, please explain the role it will play in your undergraduate offerings; (b) if the proposal is for an OTO course, please indicate whether you expect to convert it to a permanent course should it prove to be successful.
 - Staffing resources available for the course. Please note, for example, if an existing course will be dropped or altered in conjunction with adding the proposed course. (Approval of a new course by the Committee on the Course of Study will not, itself, provide justification for an increase in FTEs or AI hours.)

- **Syllabus:** New course proposals must include a preliminary syllabus (uploaded in the CMS). Please be sure that dates listed in the syllabus are consistent with the Princeton academic calendar and that the deadlines adhere to the academic rules governing the submission of work (*e.g.*, Dean's Date). The expectation of the Dean of the College is that each course will require an average of 6-9 hours of work outside of class per week. 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 normally 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 CMS will suffice.

New Certificate Program Proposals

Proposals for new certificate programs will first be reviewed by the Dean and Deputy Dean of the College. After deans' review, the process is as follows:

1. Review by the Academic Planning Group (APG);
2. Review by the Committee on the Course of Study (COCS);
3. Review and approval by the Faculty.

The proposal should come under a cover memo from the faculty member(s), include draft language for the [Undergraduate Announcement](#), and address at least the following:

- What need does the program meet?
- Does the program overlap with existing courses or programs? If so, how is it distinct?
- What existing or proposed courses will satisfy program requirements?
- Who will direct the program? What other faculty members are involved? Have they made the necessary commitment to sustain the program?
- What new resources, if any, will be required to support the program and where will they come from?