

**TO:** Department Chairs  
Program Directors  
Departmental Representatives

**FROM:** Elizabeth L. Colagiuri, Deputy Dean of the College

**SUBJECT:** Curricular Proposals for the Undergraduate Committee on the Course of Study

**DATE:** September 12, 2017

In preparation for the new academic year you may find the following overview helpful. We encourage you to follow these guidelines carefully in order to expedite the review and approval process. Please keep in mind that approved course decommissions and course conversions will impact your department's course listing in the next year's Undergraduate Announcement. We look forward to receiving your proposals. In the meantime, please do not hesitate to contact me or Vicky Glosson ([vtgt@princeton.edu](mailto:vtgt@princeton.edu)) with any questions. Additional information may be found on our [website](#).

Type of Proposal	Deadline	Accompanying Materials
<ul style="list-style-type: none"> <li>“One-time-only” (OTO) Course Conversions</li> <li>Permanent Course Decommissions</li> </ul> <p><i>Note: An OTO course must be offered at least three times before it is eligible for conversion to a permanent course.</i></p>	<p>Reviewed throughout the academic year.</p> <p>Final submission deadline for conversions and decommissions: April 6, 2018</p>	<p>Conversions: Memo from the Chair, Director, or Dept. Rep. (“faculty memo”) to the Committee on the Course of Study (COCS), attach a recent course offerings proof and syllabus.</p> <p>Decommissions: Faculty memo to the COCS. The memo should include the course title, course number, and rationale.</p> <p>Submit all materials to Vicky Glosson via email at least three weeks prior to <a href="#">scheduled COCS meetings</a>.</p>
<ul style="list-style-type: none"> <li>Change in Course Number or Title</li> <li>Change in Course “Ownership” (Primary Listing)</li> </ul>	June 29, 2018	<p>Number Change: Faculty memo to the Deputy Dean. The memo should include both the old and new course number or course title, and the rationale for the proposed change.</p> <p>Title Change: Enter proposed new title and upload the faculty memo through the PeopleSoft Curriculum Management System (CMS).</p> <p>Change in Ownership: Faculty memo with the rationale for making a permanent change.</p>
Material changes to departmental or program requirements (e.g., plan of study, prerequisites, changes to or the addition of tracks within a concentration.)	February 1, 2018	Faculty memo to the Deputy Dean. The memo should provide the rationale for the proposed change. Submit all materials to Vicky Glosson via email. Once approved, changes must be submitted online during the Undergraduate Announcement update process.
Minor changes in existing departmental requirements	Reviewed during the UA update process	Submit changes in Drupal as part of the Undergraduate Announcement update process.
New Certificate Programs	February 1, 2018	Faculty memo to the COCS, proposal, and draft Undergraduate Announcement language per guidelines below. Submit all materials to Vicky Glosson via email.
New OTO courses, new Term Topics, and new Topics categories	<p>For Spring 2018: October 2, 2017</p> <p>For Fall 2018: Early March 2018</p>	<p>Faculty memo to the Deputy Dean, syllabus, and any cross-listing approvals.</p> <p>Upload materials through CMS during the fall and spring course offerings process.</p>

## Guidelines for New Courses, New Term Topics, New Topics Categories, and Course Conversions

- **Memo:** New course proposals must include a memo from the Chair, Departmental Representative or Program Director (uploaded in the Course Management System, or 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 STL or STN 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.
- **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 e-mail correspondence from the cross-listed department(s) or program(s) (uploaded into the CMS) will suffice.

## Guidelines for New Certificate Program Proposals

Proposals for new certificate programs will first be reviewed by the Dean and Deputy Dean of the College. After the 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?