

Saint Louis University, College of Arts and Sciences

COURSE APPROVAL/CHANGE FORM
Please fill in or check the appropriate responses.

1. Course # _____ - _____ (if changing, list old course # here _____ - _____)

2. Course Title – for transcript and most electronic displays (30 characters max)

3. Long Course Title – used in printed catalog (100 characters max)

4. Action to be taken

- | | | |
|--|---|---|
| <input type="checkbox"/> Add a Course | <input type="checkbox"/> Add New/Revised Program | <input type="checkbox"/> Change Credit Hrs. |
| <input type="checkbox"/> Delete a Course | <input type="checkbox"/> Change Prereq | <input type="checkbox"/> Change Course # |
| <input type="checkbox"/> Change Course Content | <input type="checkbox"/> Change Registration Controls | <input type="checkbox"/> Change Title |

5. Credit hours (min to max) _____ Contact hours (number of hours in class/lab per week) _____

6. Academic semester to be effective: _____

7. Level: Undergraduate Graduate

8. Grading (check one): Regular grading Pass/Fail Satisfactory/Unsatisfactory

9. Activity (check 1):

- | | | |
|---|---|---|
| <input type="checkbox"/> LEC – Lecture | <input type="checkbox"/> IND – Indep. Study | <input type="checkbox"/> RES – Research Dis/Indep |
| <input type="checkbox"/> LEC/LAB — Lecture/Lab | <input type="checkbox"/> RSD – Residency | <input type="checkbox"/> INQ – Inquiry |
| <input type="checkbox"/> LEC/DIS – Lecture & Disc | <input type="checkbox"/> SEM – Seminar | <input type="checkbox"/> PRC – Practicum |
| <input type="checkbox"/> LAB – Laboratory | <input type="checkbox"/> STU – Studio | |
| <input type="checkbox"/> INT – Internship | <input type="checkbox"/> EXM – Compr. Exam | |

10. **50 word** course description for Catalog (include prereq & co-req information, course goals & course content).

11. Information regarding first offering of a new course:

Instructor Last Name _____ First Name _____

Meeting Days: M T W R F S U Time: _____ to _____ Max Enrollment: _____

APPROVALS

The completed form should be submitted electronically to FC-UndergradCurriculumCommittee@slu.edu. The curriculum committee only accepts proposals from departments or programs, not from individual faculty members. Approval of the chair or program director is indicated by copying that person on the submission e-mail and including in the body of the e-mail the text:

This proposal is submitted with the approval of the (Name of department or program) and (name of chair or program director) is copied on this submission.

5. Will the course apply to the departmental major and/or minor? As a requirement or elective?

6. What are the prerequisites or co-requisites of the course?

7. Please explain the nature of the contemplated change. (may use a separate sheet if necessary)

8. List other Departments or Certificate or Degree Programs for which this change might have an impact. Describe the impact it will have. **IMPORTANT: If your courses will cross list with or have co-requisites with or will meet requirements or pre-requisites in other departments/programs, you must include letters of support from participating Departments or Programs that are impacted by this change (e.g. crosslisted numbers, co-requisite information, requirements or pre-requisites met in other departments/programs). Also note any special conditions for the course such as permission of instructor required or permit required.**

CHECKLIST

Have you:

- Filled out the first page of the form?
- Filled out the second page if you are adding a new course?
- Attached a *syllabus* for your new course that *contains the updated Academic Honesty statement and the updated Disability statement?*
- Attached letters of support from other departments for your new course?

All College of Arts and Sciences syllabi must include a general statement on Academic Honesty and Disabilities Services.

Academic Integrity and Honesty

<http://www.slu.edu/college-of-arts-and-sciences-home/undergraduate-education/academic-honesty>

<http://www.slu.edu/x12657.xml>

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity. Academic integrity is violated by any dishonesty such as soliciting, receiving, or providing any unauthorized assistance in the completion of work submitted toward academic credit. While not all forms of academic dishonesty can be listed here, examples include copying from another student, copying from a book or class notes during a closed book exam, submitting materials authored by or revised by another person as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in academic dishonesty.

Any clear violation of academic integrity will be met with appropriate sanctions. Possible sanctions for violation of academic integrity may include, but are not limited to, assignment of a failing grade in a course, disciplinary probation, suspension, and dismissal from the University. Students should review the College of Arts and Sciences policy on Academic Honesty, which can be accessed on-line at <http://www.slu.edu/college-of-arts-and-sciences-home/undergraduate-education> under "Quicklinks for Students" or in hard copy form in the Arts and Sciences Policy Binder in each departmental or College office.

Students with Special Needs - Disability Services

<http://www.slu.edu/x24491.xml>

Any student who feels that he/she may need academic accommodations in order to meet the requirements of this course—as outlined in the syllabus, due to presence of a disability, should contact the Office of Disabilities Services <<http://www.slu.edu/x24491.xml>>. Please telephone the office at 314-977-8885, or visit Suite 331 in the Busch Student Center. Confidentiality will be observed in all inquiries.