

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. Can the course be repeated for credit? Yes _____ No _____

12. 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.

COURSE APPROVAL/CURRICULAR CHANGE FORM SUPPLEMENT

Fill this page only if you are adding a new course.

1. Please attach a sample course syllabus. Your syllabus should include:
 - name & contact info.
 - office hours
 - attendance policy
 - course objectives
 - reading materials
 - topical outline
 - in-class activities
 - modes of evaluation
 - skills/ knowledges being assessed
 - academic honesty statement
 - disability statement
 - new A&S grading scale
 - how grades will be determined (i.e., percent ranges for each letter grade)
2. Include a list of the learning objectives of the course and the way these objectives will be assessed.
3. How will other courses and course sequences be affected?
4. How will this course affect the departmental budget?
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 Syllabus Statement

Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care, and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy was adopted in Spring 2015, and can be accessed on the Provost's Office website

at: http://www.slu.edu/Documents/provost/academic_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%206-26-15.pdf.

The college policy is found on the College Website at:

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

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.

Title IX Syllabus Statement

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX coordinator, Anna R. Kratky (DuBourg Hall, room 36; akratky@slu.edu; [314-977-3886](tel:314-977-3886)) and share the basic facts of your experience with her. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK. To view SLU's sexual misconduct policy and for resources, please visit the following web addresses:

<http://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity/sexual-misconduct-policy>
www.slu.edu/here4you .