

# College of Imaging Arts & Sciences

## CURRICULUM COVER FORM

Submission date: \_\_\_\_\_ (mm/dd/yy)

Effective Term for change: \_ \_ \_ \_

To be completed by Faculty:

Graduate: Proposal Revision

Undergrad: Proposal Revision

Required or Elective

Online Designation

Program Name: \_\_\_\_\_

Proposed by (faculty name): \_\_\_\_\_

### Section 1 - Complete this section for new courses ONLY

NEW QTR EQUIVALENT \_\_\_\_\_  
course #

Course title (same as course outline): \_\_\_\_\_

Is this course included in any of the following? (if checked submit curriculum table simultaneously)

- Program Required Course (Table 1a or 1b)       Minor (Minor name) \_\_\_\_\_
- Program Electives (Table 1a or 1b)       Immersions (Immersion name) \_\_\_\_\_
- Certificate (Table 1a) \_\_\_\_\_       Adv. Certificate (Table 1b) \_\_\_\_\_

### Section 2 - Complete this section for modification of courses ONLY

What is the modification? (Please be specific) \_\_\_\_\_

Check ALL Below to indicate if the modification(s) is a significant or minor modification as well as the specific change(s):

- Significant Modification, check all that apply:** (requires School Administrative Chair and College Curriculum Committee approval)
- \_\_\_ Course Title      \_\_\_ Contact Hour      \_\_\_ Credit Hour      \_\_\_ Pre-requisite
- \_\_\_ Course Number      \_\_\_ Mode of Delivery      \_\_\_ Deactivation      \_\_\_ Special Designation (GE or WI)
- Minor Modification, check all that apply:** (requires School Administrative Chair approval)
- \_\_\_ Term Offered      \_\_\_ Consent Added      \_\_\_ Consent Removed      \_\_\_ Multiple Enroll
- \_\_\_ Course Print      \_\_\_ Course Description      \_\_\_ ERG      \_\_\_ Repeat for Credit
- \_\_\_ Component      \_\_\_ Final Exam      \_\_\_ Topic

New Course (to be completed by Scheduling Officer):

Course number: \_\_\_\_\_ Course ID# \_\_\_\_\_ - - - - -  
cross-listed course #

Action Routing for New Courses and Modifications: (sign electronically and forward (electronically) to next person in list)

1. Program Chair/Graduate Director \_\_\_\_\_ Date \_\_\_\_\_
2. School Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_
3. School Administrative Chair \_\_\_\_\_ Date \_\_\_\_\_
- 4a. CIAS Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_
- AND / OR
- 4b. Sr. Associate Dean/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_
5. Scheduling Officer \_\_\_\_\_ Date \_\_\_\_\_

● ATTACH THIS FORM TO ALL COURSE OUTLINES ●

## Actions on Course Proposals for the College of Imaging Arts & Sciences

### How to submit a new or modified course to the Undergraduate or Graduate CIAS Curriculum Committees:

1. The new or modified course outline is reviewed and approved by the School's Curriculum Committee (CC)
2. Faculty originator secures electronic signatures on an official Curriculum Cover form (form resides in InsideCIAS)
  - 2a. Appropriate Program Chair or Graduate Director
  - 2b. School Administrative Chair
3. School Administrative Chair forwards the Curriculum Cover form and new/modified course outline to the School's CIAS CC representative
  - 3a. The School's CIAS CC representative uploads new or modified course outline to "submitted" folder in the Undergraduate or Graduate CC folder in "Myshares" on the CIAS file share server
  - 3b. The School's CIAS CC representative forwards the electronically signed Curriculum Cover form to the CIAS Scheduling Officer and notifies, via email, the CIAS CC Chair of new course or course revision for committee to review
4. Upon approval by the Curriculum Committee, the Scheduling Officer electronically forwards the Curriculum Cover form to the CIAS CC Chair for electronic signature. The form is then returned electronically to the Scheduling Office for processing

### Guidance on Course Modifications

Modifications on an approved course outline now requires electronic signatures on the CIAS Curriculum Cover Form before modifications can be processed in SIS. There are two types of course modifications:

- **Minor Course Modifications** – the school's administrative chair is the final approval agency. Notification of any minor course modification must be sent to the CIAS Curriculum Committee Chair for reference
  - Examples of minor modifications to a course include:  
Course description; repeat for credit; enrollment requirement group
- **Significant Course Modifications** – all significant course modifications must be reviewed following the process above for new or modified courses
  - Examples of significant modifications to a course include:  
Course title; number; prerequisites; corequisites; contact hour change; component (lec, lab, stu) change
- If a course proposal includes a request for any type of General Education (GE) designation, the CIAS CC will forward the proposal to the General Education Committee (GEC) for action. The GEC will forward any course approvals to the Office of the Registrar for entering in the appropriate databases
- If a course proposal includes a request for Writing Intensive (WI) designation, the CIAS CC will forward the proposal to the Institute Writing Committee (IWC) for action. The IWC will forward any course approvals to the Office of the Registrar for entering in the appropriate databases

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**Scheduling Office use only** E-mail approved course number to:

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|--|--|--|
| <input type="checkbox"/> Proposed By                     | <input type="checkbox"/> School Administrative Chair | <input type="checkbox"/> School Curriculum Committee Chair |
| <input type="checkbox"/> CIAS Curriculum Committee Chair | <input type="checkbox"/> Professional Advisor        | <input type="checkbox"/> Repository                        |