

Springfield College
Curriculum Proposal Approval Form
(Attach this summary to ALL curriculum proposals)
Please fill this form out in italic type or by hand

Faculty Member Presenting Proposal: _____

Contact Information (email & phone): _____

Department: _____ Date: _____

Course Prefix and #: _____ Course Title: _____

Credit Hours: _____

Course/Major/Minor/Concentration/Program Name: _____

Proposal Summary: (check as many as apply)

Proposal Describes:

- New Course Course Modification Experimental Course Special Topics
- New Major/Minor/Concentration/Program
- Modification of Existing Major/Minor/Concentration/Program
- Other: (please describe):

Will This Proposal Affect Undergraduate General Education Program coursework yes no

This Proposal Will Require Review by: WAC CASL SJC N/A

Proposal Review:

The signature(s) of chair(s) of other departments whose courses, majors, concentrations, or programs may be affected by this proposal must be obtained. Chairs of other departments should review the proposal carefully and provide comments in the space provided below or on the back of this page if further space is required:

Date Department Chair/Campus Director _____

Comments

Date Department Chair/Campus Director _____

Comments

Date Department Chair/Campus Director _____

Comments

Date Library Representative _____

Comments

Date Director, Educator Preparation
(if applicable) _____

Comments

Recommendations:

1). Department Review:

recommended for approval not recommended for approval _____

Department Chair/
Campus Director

comments/rationale

date

2). School Curriculum Committee Review:

___ recommended for approval ___ not recommended for approval

School Curriculum
Committee Chair

comments/rationale

date

3). School Dean Review:

___ recommended for approval ___ not recommended for approval

School Dean

comments/rationale

date

Upon completion of the review by the School Dean, proposals that do not affect graduate programs or college wide General Education requirements should be sent directly to the Vice President for Academic Affairs for review. A copy of these proposals should be sent to the College Curriculum Committee for informational purposes as well.

All other proposals should be forwarded by the School Dean to the appropriate review bodies listed below based on the nature of the proposal, and the type of review mandated in the *Faculty Handbook*. To be considered for adoption, all proposals must be sent to the VPAA for a final review and approval.

Graduate Council: (for graduate program proposals)

___ recommended for approval ___ not recommended for approval

Chair, Graduate Council

comments/rationale

College Curriculum Committee: (for undergraduate proposals affecting general education program)

___ recommended for approval ___ not recommended for approval

College Curriculum
Committee Chair

comments/rationale

date

Vice President for Academic Affairs:

___ proposal approved for adoption ___ proposal not approved for adoption

Vice President for Academic Affairs

date

Proposals for the Coming Academic Year should be submitted:

Proposal Development/Department Review: September 1 - November 30

Last Date for Submission to the School Committee: December 1

Last Date for Submission to the School Dean: February 1

Last Date for Submission to the VP: March 15