Checklist for Course Changes, Course Additions, and Curriculum Changes

A. Changes to existing courses (including deletion)

Required information:
1. Course number and title
2. Course description
3. Prerequisite(s)
4. Number of credits
5. Is course elective or required? If required, list all programs that require this course.
6. Requested change
7. Reason for change

Additional information for change in course number:
• Include a statement in the proposed course description similar to: “This course is not open to students with credit in (insert current course number).”
• If the proposed course number has been used by another course within the past ten years, the proposed course number cannot be used without special approval from appropriate Vice Dean.

Process:
1. Before the School Council meets, the above information must be sent to:
   a. Regular faculty in the affected department(s) as a notification of change
   b. Appropriate Vice Dean
      i. Undergraduate course changes shall first be reviewed by the Undergraduate Business Education Committee (UBEC) before submitting to School Council
      ii. Graduate Vice Dean will determine if Graduate Business Programs Committee needs to review proposal
2. Feedback should be sought and incorporated into proposal for School Council.
3. Before School Council meeting, submit above information to Secretary of School Council for inclusion in agenda.
4. At least three days before School Council meeting, official University course change form (signed by Department Chair) must be delivered to the Secretary of the School Council. (A copy of this official form does not need to be provided to council members unless requested.) If the change is approved, the Secretary of School Council will forward the form to the appropriate person for additional signatures and processing.
B. Course additions

Required information:
1. Course number and title
2. Course description
3. Prerequisite(s)
4. Number of credits
5. Is course elective or required? If required, list all programs that will require this course.
6. Is a similar course currently offered under a different course number? If yes, provide information on that course.
7. When will course be offered? (i.e., fall, spring, summer)
8. Discuss impact (if any) on faculty resources
9. Discuss why this new course is needed

Process:
1. Before the School Council meets, the above information must be sent to:
   a. Regular faculty in the affected department(s) for notification and feedback.
   b. Appropriate Vice Dean
      i. Undergraduate course additions shall first be reviewed by the Undergraduate Business Education Committee (UBEC) before submitting to School Council
      ii. Graduate Vice Dean will determine if Graduate Business Programs Committee needs to review proposal
2. Feedback should be sought and incorporated into proposal for School Council.
3. Before School Council meeting, submit above information to Secretary of School Council for inclusion in agenda.
4. At least three days before School Council meeting, official University course addition form (signed by Department Chair) must be delivered to the Secretary of the School Council. (A copy of this official form does not need to be provided to council members unless requested.) If the course addition is approved, the Secretary of School Council will forward the form to the appropriate person for additional signatures and processing.

C. Curriculum changes

Required information:
1. Description of proposed change
2. Existing curriculum for all programs affected
3. Revised curriculum after proposed change (a table comparing 2 and 3 is helpful)
4. When will proposed change be effective?
5. Reason for change
6. Discuss impact (if any) on faculty resources
7. Any additional information needed as determined by appropriate Vice Dean.

Process:
1. Before the School Council meets, the above information must be sent to:
   a. Regular faculty in the affected department(s) for discussion and vote.
   b. Appropriate Vice Dean
      i. Undergraduate curriculum changes shall first be reviewed by the Undergraduate Business Education Committee (UBEC) before submitting to School Council
      ii. Graduate Vice Dean will determine if Graduate Business Programs Committee needs to review proposal
2. Feedback should be sought and incorporated into proposal for School Council
3. Submit above information to Secretary of School Council for inclusion in agenda.
4. At least three days before School Council meeting, official University curriculum change form (signed by Department Chair) must be delivered to the Secretary of the School Council. (A copy of this official form does not need to be provided to council members unless requested.) If the change is approved, the Secretary of School Council will forward the form to the appropriate person for additional signatures and processing.

<table>
<thead>
<tr>
<th>Key Items</th>
<th>Course Change</th>
<th>Course Addition</th>
<th>Curriculum Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is vote by faculty of affected department(s) required?</td>
<td>No (notification only)</td>
<td>No (notification only)</td>
<td>Yes, vote can be electronic</td>
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<tr>
<td>Is a syllabus required?</td>
<td>No</td>
<td>Yes</td>
<td>At discretion of Vice Dean</td>
</tr>
<tr>
<td>Is review by curriculum committee required?</td>
<td>Required for undergraduate courses</td>
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<tr>
<td>Is Faculty Senate approval or notification required?</td>
<td>Usually no</td>
<td>New undergraduate courses require notification to Faculty Senate’s University Curriculum Committee</td>
<td>Refer to Faculty Senate Guidelines for Proposal Submissions <a href="https://umshare.miami.edu/web/wda/facultysenate/Guidelines%20for%20Submission%20of%20Proposals.pdf">https://umshare.miami.edu/web/wda/facultysenate/Guidelines%20for%20Submission%20of%20Proposals.pdf</a></td>
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</tbody>
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