

Conception Seminary College Policy Policy for the Adoption of New Courses

If a faculty member or members wish to propose a new course to be offered either as an elective or as a required course the following process must be followed.

1. The faculty member(s) must complete the New Course Proposal Form which includes:
 - a. the rationale and need for the new course;
 - b. pre-requisites for the course, if any;
 - c. whether the course is intended to replace another course;
 - d. impact of new course to faculty and/or department load;
 - e. associated costs (including, but not limited to): for the enrolled student, department, materials/equipment necessary for the course, etc.

2. Faculty Member(s) should create syllabus information for the proposed course containing at minimum, the following elements:
 - a. Course Title and Description
 - b. Course Credit Hours
 - c. Student Learning Outcomes
 - d. Required/Recommended reading and assignments (which hold weight toward the final grade)

3. The faculty member shall submit the proposal for a new course to the Department Chair for approval.
 - a. If the proposed course is an elective, if approved by the Department Chair no further approval is necessary. The Department Chair shall inform the Academic Dean of the new elective course.
 - (i) If the Department Chair declines to approve the new course proposal the Department Chair will inform the Academic Dean.

 - b. If the proposal course is for a required new course, the faculty member shall submit the proposal to the Department Chair for approval. If the Department Chair approves the proposal, the Department Chair shall forward the proposal to the Academic Dean.
 - (i) If the Academic Dean approves the proposal, the Dean will forward the proposal to the Academic Affairs Committee.
 - (ii) The Academic Affairs Committee will approve or reject the proposal by a simple majority vote.
 - a. If the Academic Affairs Committee approves the proposal, the Academic Dean will bring the proposal before the Faculty Assembly for majority vote approval.
 - b. If Faculty Assembly approves, course will be added to the curriculum in the appropriate semester(s).

4. Faculty right to appeal: If the Department Chair declines to approve the new course proposal, the Department Chair will notify the Academic Dean. The faculty member(s) may appeal the decision of the Department Chair to the Academic Dean.

Conception Seminary College

Office of the Registrar and Admissions

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New Course Proposal Form

Completed form should be submitted to the Department Chair

Department: _____ Number: _____ Course Title: _____
(Consult with Registrar's Office)

Credit Hours: _____ Is this course to be considered a REQUIRED program course? No Yes

Course Description:

Course pre-requisites:

Student Learning Outcomes:

Required/Recommended reading and assignments (which hold weight toward the final grade):

Will this course be replacing a current course? If so, which course?

No Yes: _____

Rationale and need for the new course:

What impact, if any, will the new course have on faculty and/or department load?

Explain associated costs of the new course, including but not limited to: student, department, new materials/equipment necessary to instruction of the course, etc.

Additional comments:

Name of faculty member(s) submitting proposal:

_____	_____
Print Name	Print Name
_____	_____
Signature	Signature

Office Use Only

Date Form Submitted: _____

Department Chair Decision: Approve Reject

Department Chair Signature: _____ Date: _____

Form and Department Chair decision should be given to the Academic Dean.

Required courses only:

Academic Dean Decision: Approve Reject

Academic Dean Signature: _____ Date: _____

If approved, Academic Dean to bring before the Academic Affairs Committee.

Academic Affairs Committee (by majority vote): Approve Reject Date: _____

If approved, Academic Dean to bring before the Faculty Assembly for approval.

Faculty Assembly (by majority vote): Approve Reject Date: _____

Appeals Use Only

Faculty member(s) requesting appeal: _____

Academic Dean Decision: Approve Reject

Academic Dean Signature: _____ Date: _____

If approved, Academic Dean to bring before the Academic Affairs Committee.