

## Procedures for Adding a New or Substantially Revised Course to the Core Curriculum Program

**Criteria for Inclusion:** Because the University Core is designed to provide a shared experience for Radford University students, new course proposals for University Core B are discouraged. A course will be more favorably considered if a department/school wishes to replace a course with one that better addresses the learning outcomes and Core Curriculum Philosophy. When proposing a course for inclusion in the Core Curriculum, those preparing the proposal should take care to demonstrate that the course:

- fits the established Core Curriculum Program Statement of Philosophy;
- meets the characteristics of Core Curriculum courses in terms of prerequisites, frequency of offering, academic level, etc.;
- addresses all learning outcomes for the area(s) for which it is proposed;
- when taken alone, provides a suitable academic introduction to the appropriate branch of knowledge for the area for which it is proposed; and
- provides an opportunity for students to become educated in a way or an area not already offered in the Core Curriculum.

**Step 1.** New course proposals (or proposals for substantial course revisions) begin in the department/school and must be approved by the appropriate Curriculum Committee and Chair or Director.

**Step 2.** New course proposals (or proposals for substantial course revisions) are submitted to the appropriate College Curriculum Committee for review and approval. (All proposals must be accompanied by the form titled "Cover Sheet for Proposal to the Undergraduate Curriculum and Catalog Review Committee." Proposals for new courses must be submitted in the format specified by the "New Course Proposal Form" available through the University Registrar).

**Step 3.** Course proposals approved by the College Curriculum Committee and intended for inclusion in the Core Curriculum program are sent to the Core Curriculum Committee (CCC) accompanied by the appropriate supporting materials. CCC will review proposals in light of the criteria listed above. The department/school proposing the new or revised course is notified of the meeting and is given an opportunity to present the proposal and respond to questions from the committee.

**Step 4.** Course proposals approved by CCC are sent to the Faculty Senate for further review and approval. If a course is not approved by the CCC, departments/schools will receive written notification of the committee's justification for rejection with the option of revision and resubmission. Revised proposals need to go back through the complete approval process.

**Step 5.** Course proposals approved by the Faculty Senate are sent to the Undergraduate Curriculum and Catalog Review Committee (UGCCRC) which makes recommendations to the Provost.

**Step 6.** Course recommendations approved by the Provost are officially added to the Core Curriculum program for the following academic year and are so designated in the Undergraduate Catalog.

Proposals for adding courses to the Core Curriculum Program will be accepted by CCC throughout the academic year. However, because all recommendations from CCC must be reviewed by the Faculty Senate before being sent to the Undergraduate Curriculum and Catalog Review Committee and then to the Provost for final approval, the deadline for receipt of proposals by CCC is December 1<sup>st</sup> for inclusion in the program for the following academic year.

Courses approved for the Core Curriculum Program will undergo regular assessment. If a course does not demonstrate compliance with the philosophy, learning outcomes, and core characteristics, it will be recommended for removal. New course proposals, especially of an interdisciplinary nature, will be considered in the College Core.