

TO: Chairs of Departments
Directors of Programs
Departmental Representatives

FROM: Clayton Marsh, Deputy Dean of the College

SUBJECT: Procedures and Guidelines: New Course Proposals

DATE: September 20, 2011

As we approach our first deadline for the submission of new course proposals, this memo is to provide you with an overview of certain procedures and guidelines that will expedite the review and approval process. Please follow them carefully. We will also send your academic manager and undergraduate course administrator a detailed memorandum that provides additional information regarding these procedures and guidelines.

Please do not hesitate to contact me or Vicky Glosson (vtgt@princeton.edu) with any questions. We look forward to receiving your proposals.

Type of Proposal	Deadline	Accompanying Materials
<p>New one-time-only (“OTO”) and term topics courses</p> <p>Note: Once approved, OTO courses may be offered up to three times without further approval.</p>	<p>September 27, 2011 (for spring 2012)</p> <p>February 13, 2012 (for fall term 2012)</p>	<p>Memo from the Chair or Dept. Rep., addressed to the Deputy Dean, attaching a syllabus as well as any cross-listing approval(s).</p> <p>Materials are to be submitted electronically through the PeopleSoft Curriculum Management system (“PCM”). When the course has been approved, your undergraduate administrator will receive an automatic e-mail notice.</p>
<p>Permanent courses: additions and deletions as well as proposals to convert the status of an existing OTO course into a permanent course (“OTO Conversions”)</p> <p>Note: Permanent course additions that will be offered for the first time in the spring term 2012 will be approved as OTO courses.</p>	<p>December 2, 2011</p>	<p>For Additions and OTO Conversions: Memo from the Chair or Dept. Rep., addressed to the Faculty Committee on the Course of Study, attaching a recent course offerings proof and a syllabus.</p> <p>For Deletions: Memo from the Chair or Dept. Rep., addressed to the Faculty Committee on the Course of Study. The memo should include the course title and course number and the reason for the deletion.</p> <p>Materials are to be submitted via email.</p>
<p>Changes in course title, number, distribution area, cross-listing, description, etc.</p>	<p>March 12, 2012</p>	<p>Changes are to be submitted electronically through PCM for approval by the Deputy Dean.</p>
<p>Material changes in departmental requirements such as plan of study, prerequisites, or changes in tracks or programs within a concentration.</p>	<p>March 12, 2012</p>	<p>Changes are to be submitted through SharePoint as part of the <i>Undergraduate Announcement</i> update process for approval by the Dean and Deputy Dean.</p>

Additional Guidelines

- **Memo:** As noted above, new course proposals must include a memo from the chair, departmental representative, or program director (to be uploaded into the PCM). The memo should state that the course comes with departmental/program approval and include the following information:
 - The relation of the proposed course to other courses in the department or program or to similar courses in other fields.
 - The distribution area, if any, that the course will fulfill.
 - The long-range plans for the course and its impact on the curriculum: (a) if the proposal is for a permanent course, please explain the role will it play in your undergraduate offerings; (b) if the proposal is for an OTO course, please indicate whether you expect to convert it into a permanent course if it proves to be successful on this trial basis.
 - The staffing resources available for the course. Please note, for example, whether the addition of the proposed course will be accompanied by the dropping or alternating of an existing course. (Approval of a new course by the Faculty Committee on the Course of Study will not itself be considered justification for an increase in FTEs or AI hours.)
- **Syllabus:** As noted above, new course proposals must also include a syllabus (to be uploaded in the PCM). Please be sure that dates listed in the syllabus are consistent with the Princeton academic calendar, and that the deadlines agree with the academic rules governing the submission of work (*e.g.*, Dean's Date, junior independent work and senior thesis deadlines).
- **Cross-listing confirmation:** If the proposed course will be cross-listed, please confirm that the other department or program is willing to cross-list the course and provide the course number that it has assigned to the cross-listing. A copy of e-mail correspondence from the cross-listed department or program will be sufficient and must be uploaded into the PCM.