

College of Liberal Arts
New or Substantially Modified Course Proposals:
Guidelines for Submission

When new or substantial modified courses are proposed for addition to the catalog, the Executive Committee of the College of Liberal Arts asks that department chairs submit a completed “UNH Course Approval Form,” *along with* the following information for each course.

1. A rationale for the creation or modification of the course within the existing curriculum of the Department and/or the University, including a rationale for the course level (400, 500, 600, etc.).
2. Evidence that the course does not substantially overlap with other courses in the department and/or in the college curriculum.
3. A syllabus including topics to be covered and their time frame, lists of texts to be assigned, specific information about the reading, writing, and other assignments and an explanation of the grading. Course bibliography would be helpful.
4. Plans for staffing the course.
5. A list of any new resources needed, e.g. laboratory facilities, equipment, library acquisitions, staff, or other services. An explanation of the source of funding for any new resources should be included.
6. For internships or applied experiences for which academic credit will be awarded, the rationale should include information about the faculty assigned to oversee and grade the internship; the nature of the reading, written work, or other projects that the student will undertake and on which the student will be evaluated; and evidence that the content of the internship is appropriate to the academic discipline in which the credit is to be awarded.
7. It is strongly encouraged that the following academic honesty statement be included on all new course syllabi: Please note the University has no tolerance for students who break the University Academic Honesty Policy. Please see the Students Rights, Rules, and Responsibilities Handbook for full description.
8. It is strongly encouraged that the following Disability Services for Students statement be included on all new course syllabi: If you are a student with a documented disability who will require accommodations in this course, please register with Disability Services for Students in the Memorial Union Building, Room 118 (862-2607) for assistance in developing a plan to address your academic needs.