

PDF FORM

Curriculum Committe - Change in Course Request Form

This online form must be completed in one sitting. For any questions, please contact oue.facultysupport@emory.edu.

If this is a proposal for a course that is taught only as study abroad, the proposal will be forwarded to the Education Abroad Committee for approval.

Submission Date

Date (MM/DD/YYYY)

Contact Information

Department

Submitter's Name

Submitter's Emory Email Address

Best Phone Number

Additional Contact Information

Are you the Chair or DUS?

Yes

No

Course Details

Effective Date - the first semester in which the change will be effective.

Original Subject Code

Please enter the original course number, e.g., ANT 101, ENG 181, MATH 111, etc.

Original Course Number

Original Course Title

Are you requesting a change to the course number, title, or description?

Yes

No

New Course Number (if applicable):

Please enter the proposed course number, e.g., ANT 101, ENG 181, MATH 111, etc.

New Course Title (if applicable):

This title can be no longer than 30 characters including spaces and punctuation.

New Course Description (if applicable):

This course description can be no longer than 300 characters including spaces and punctuation.

Current Cross-listings

For any course change, a letter of support is required from departments where there is a current or proposed cross-listing. The letter of support may be attached at the end of this form.

Proposed Cross-listings

For any course change, a letter of support is required from departments where there is a current or proposed cross-listing. The letter of support may be attached at the end of this form.

Are you requesting a change in pre-requisites or co-requisites?

Pre-requisites must be taken prior to enrolling in the proposed course. **Co-Requisites** are usually taken during the same semester as the proposed course, but they may also be taken prior to the course.

- No changes
- Change in co-requisites
- Change in pre-requisites
- Change in both pre-requisites & co-requisites

Please list all pre-requisites required for this course.

Include any original pre-requisites that you wish to remain in effect. For multiple pre-requisites, please remember to explain if these pre-requisites are AND/OR if you are specifying more than one pre-requisite course.

Special instructions regarding pre-requisites:

Please list all co-requisites required for this course.

Include any original co-requisites that you wish to remain in effect.

Special instructions regarding co-requisites:

Please give any special instructions or information regarding co-requisites as needed.

Are you proposing to change the credits hours for this course?

- Yes
- No

Credit Hours

Minimum Credit Hours

For a fixed number of credit hours, please set minimum and maximum to the same number.

Maximum Credit Hours

For a fixed number of credit hours, please set minimum and maximum to the same number.

Credit hours justification

Please indicate the reason for changing credit hours and list the approximate contact hours per week in core class meetings and any related components.

Will the change(s) to this course affect major or minor requirements and/or the degree tracker in your program OR other program?

- Yes
- No

If yes, please explain below:

General Educational Requirements

This page asks about GERs other than the Continued Communication Requirement and the Race and Ethnicity Requirement. If you are seeking the Continued Communication or Race and Ethnicity tags, the subsequent pages of the form will ask you for more information.

The course syllabus must include the GER learning outcomes that apply to the course.

Are you proposing or changing General Education Requirements for this course?

If the course already has a GER tag, and you are not changing it, please select "No".

- Yes
- No

Select the General education area this course is proposed to fulfill.

- Physical Education
- First-Year Communication

- First-Year Seminar
- Humanities and Arts
- Social Science
- Natural Science
- Quantitative Reasoning
- Intercultural Communication
- Experience and Application

Explain how the course satisfies the learning outcomes for the GER requested above.

Are you submitting this course to satisfy the Continued Communication Requirement?

If the course is already approved for Continuing Communication, please select "No".

- Yes
- No

Are you submitting this course to satisfy the Race and Ethnicity GER?

- Yes
- No

Continued Communication

Continued Communication Requirement

As you are requesting that this course be approved for the Continued Communication requirement, please answer each of the following questions in a few short sentences.

The course syllabus for Continued Communication courses must include the one required learning outcome and at least one of the three optional learning outcomes for the Continued Communication GER. The syllabus must also include the Writing Center syllabus statement and list at least three communication assignments comprising 40% of the grade or more.

The course must include at least three communication assignments, reflecting at least two different modes or genres in which students think about audience, voice, tone, and purpose.

Summarize the assignments and demonstrate that they reflect two different modes or genres of communication.

Provide evidence of an approach(s) used to teach communications as a process, or indicate a similar process-based approach. This might include scaffolded assignments in stages, peer and/or instructor feedback on assignments, revision of one or more assignments, student reflection on communication processes and products, or other ways of presenting a process of communication (explain)

Race & Ethnicity

Race and Ethnicity Requirement

Race and Ethnicity need to be a primary (though not sole) focus of a course. An instructor can demonstrate that race and ethnicity are a primary focus in the course in a number of ways.

Here are some examples:

1. Course hours: more than half of course meetings are focused on race and ethnicity as topics.
2. Grading: a substantial percentage of the final grade that relates to assignments about race and ethnicity, and/or identification of significant assignments and activities involving race and ethnicity.
3. Integration of race and ethnicity into topics throughout the course (the weekly topic may not be about race and ethnicity, but attention to race and ethnicity occurs regularly in all topics).
4. Reading lists include more than half of texts involving race and ethnicity as a topic, or texts written from the perspective of a marginalized group.
5. The course includes and highlights knowledge produced by a group marginalized because of race or ethnicity.

Considering the above examples, how does your course meet the requirement that race and ethnicity are a primary focus?

Race & Ethnicity: Authors & Readings

In the spirit of this requirement, the reading list should include a diverse set of authors and readings (from all perspectives).

How does your reading list reflect the goal of including diverse perspectives?

Race & Ethnicity Learning Outcomes

Courses approved for the Race & Ethnicity requirement must meet at least three of the four learning outcomes. Please indicate which learning outcomes your course meets. For each outcome in your course, provide a short narrative of how the course meets this outcome.

We recommend that you review the Committee Guidance document prior to explaining how the course meets each outcome.

Develop a critical awareness of how racial and ethnic antagonisms and inequality develop historically through individual, institutional, and cultural forces.

Yes

No

Explain how your course meets the above outcome.

Discern how racial and ethnic power dynamics shape and may be reflected in intellectual inquiry across disciplines.

Yes

No

Explain how your course meets the above outcome.

Recognize the ways in which race and ethnicity intersect with other group identifications or ascriptions, such as language, religion, class, ability, nationality, sexuality, age, and gender.

Yes

No

Explain how your course meets the above outcome.



Adopt tools to communicate more effectively and respectfully with others from various racial and ethnic perspectives.

- Yes
- No

Explain how your course meets the above outcome.



Files Submission

Supporting Documentation

Other Proposed Changes

If there are any other changes you would like to make to the course, please describe them in your letter of support.

Course Syllabus

Departmental Letter of Support from Chair or DUS (including discussion of staffing commitment)

Additional Letters of Support (including letters from departments where a permanent cross-list has been requested. Also include letters of support where the subject content overlaps with the purview of another department.)

Any additional supporting materials

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