

SBA School Council

Checklist for Course Changes, Course Additions, and Curriculum Changes

Key Items	Course Change	Course Addition	Curriculum Change
Is vote by faculty of affected department(s) required?	No (notification only)	No (notification only)	Yes, vote can be electronic
Is a syllabus required?	No	Yes	At discretion of Vice Dean
Is review by curriculum committee required?	Required for undergraduate courses	Required for undergraduate courses	Required for undergraduate courses
Is Faculty Senate approval or notification required?	Usually no	New undergraduate courses require notification to Faculty Senate's University Curriculum Committee	Refer to Faculty Senate Guidelines for Proposal Submissions http://www.miami.edu/index.php/faculty_senate

Complete required information on appropriate template:

- Checklist for Course Changes (changes to existing courses including deletion)
- Checklist for Course additions
- Checklist for Curriculum changes

Checklist for Course Changes

Department:

Course Number:

Required Information	Response
1. Course number and title	
2. Course description	
3. Prerequisite	
4. Number of credits	
5. Is course elective or required? If required, list all programs that will require this course.	
6. Requested change	
7. Reason for change	
Process	
1a. Above information sent to Regular Faculty in the affected department for notification.	
1b. Above information sent to (i) Undergraduate Business Education Committee (UBEC) to review proposal or (ii) Graduate Vice Dean	
2. Feedback should be sought and incorporated into proposal for School Council.	
3. Before School Council meeting, submit above information to Secretary of School Council for inclusion in agenda.	
4. At least three days before School Council meeting, official University course addition form (signed by Department Chair) must be delivered to the Secretary of the School Council.	

Additional information for change in course number:

- Include a statement in the proposed course description similar to: “This course is not open to students with credit in (insert current course number).”
- If the proposed course number has been used by another course within the past ten years, the proposed course number cannot be used without special approval from appropriate Vice Dean.

Checklist for Course Additions

Department:

New Course Number:

Required Information	Response
1. Course number and title	
2. Course description	
3. Prerequisite	
4. Number of credits	
5. Is course elective or required? If required, list all programs that will require this course.	
6. Is a similar course currently offered under a different course number? If yes, provide information on that course.	
7. When will course be offered? (i.e., fall, spring, summer)	
8. Discuss impact (if any) on faculty resources	
9. Discuss why this new course is needed	
10. Proposed syllabus.	
Process	
1a. Above information sent to Regular Faculty in the affected department for notification and feedback.	
1b. Above information sent to (i) Undergraduate Business Education Committee (UBEC) to review proposal or (ii) Graduate Vice Dean.	
2. Feedback should be sought and incorporated into proposal for School Council.	
3. Before School Council meeting, submit above information to Secretary of School Council for inclusion in agenda.	
4. At least three days before School Council meeting, official University course addition form (signed by Department Chair) must be delivered to the Secretary of the School Council.	

Checklist for Curriculum Changes

Department:

Required Information	Response
1. Description of proposed change	
2. Existing curriculum for all programs affected	
3. Revised curriculum after proposed changes (a table comparing 2 and 3 is helpful)	
4. When will proposed change be effective?	
5. Reason for change	
6. Discuss impact (if any) on faculty resources	
7. Any additional information needed as determined by appropriate Vice Dean	
Process	
1a. Above information sent to Regular Faculty in the affected department for discussion and vote.	
1b. Above information sent to (i) Undergraduate Business Education Committee (UBEC) to review proposal or (ii) Graduate Vice Dean.	
2. Feedback should be sought and incorporated into proposal for School Council.	
3. Before School Council meeting, submit above information to Secretary of School Council for inclusion in agenda.	
4. At least three days before School Council meeting, official University course addition form (signed by Department Chair) must be delivered to the Secretary of the School Council.	