

Course Proposal Consultative Process

To: _____ Date sent: _____
Department/Program

From: _____ Date received: _____
Associate Dean

Subject: _____
Course prefix number, title units new or revised term of offering

Date on the agenda for University Course Review Committee: _____

The University has a policy against unnecessary duplication and proliferation of course offerings. This form is intended to facilitate the exchange of information and cross-department and college consultation on new or substantively revised courses which is a part of the process of implementing this policy. The specific rules and procedures are published in the document, 'Guidelines for Course Review and Approval.'

At the meeting when the course first appears on the agenda of UCRC the objecting College will ask for consultation and request three documents from the other college -- the "proposing college" (a) a Course Proposal Consultative Process Form, (b) a Course Proposal Form, and (c) a course outline. If formal consultation is requested, the course in question cannot be offered until and unless any dispute is resolved. If no consultation is requested at the meeting when the course is first presented to UCRC, it will be assumed that there are no objections to offering the course as described.

If consultation has been requested and the appropriate documents not already provided at the meeting, the proposing College will send these documents to the objecting College no later than the next working day after the Committee meets. No later than seven working days after the course was reviewed by UCRC, unless an extension is mutually agreed upon, the objecting College must return the completed Course Proposal Consultative Process Form to the proposing College. On the lower half of this form the objecting College will indicate whether or not it wants a formal consultation, and if so its objections to the course. If the objecting College does not return the Course Proposal Consultative Process Form within the prescribed seven days, it will be presumed that there are no objections to the course.

If formal consultation is requested, the proposing department or program will respond in writing to the request as soon as possible but no later than 12 working days from the date the course was first considered by UCRC, unless an extension is mutually agreed upon. If differences concerning the course still remain after the proposing department's response, conversations between the departments should begin immediately. If the proposing department or program does not respond to a request for a formal consultation within the prescribed 12 days, it will be assumed that the proposal to offer the course has been withdrawn.

If consultation efforts between the departments are not successful within 22 working days of the meeting at which the course was first presented, or unless an extension is mutually agreed upon, the Dean of the College objecting to the course must send the reasons for the objections to the Undergraduate or Graduate Dean in written form. The Undergraduate or Graduate Dean will then attempt to bring the disputing parties to agreement. If these attempts fail, the dispute shall be referred to the faculty committee described in Senate Policy S91-170, approved on April 30, 1991.

No objections

There is a concern and we need to discuss it

Chair and Department/Program Date: _____

Comments:

cc: Sending College
Receiving College
University Curriculum Coordinator