Guidelines for Course Proposals in CIM

All course proposals (new courses, changes to existing courses, course deletions) must be submitted into the CIM workflow **no later than February 1st** in order for such changes to be implemented for the upcoming academic year, which begins in the fall term.

Departments must create a catalog syllabus within the CIM proposal for all <u>new courses</u> that are submitted for approval. For more information, please review the [UA Syllabus Policy](#).

Course descriptions should succinctly describe the content of the course and should be no longer than 5-6 sentences. Course descriptions should not be used to defend the existence of the course for review and approval purposes.

Core review proposals must be completed and submitted when adding a core designation to a course, or when changes are made to existing courses with core designations. For more information, please review [this instructional guide](#).

Departments may not reassign a previously active course number to another course with different content until at least five years after the previous course was offered.

Prior to the publishing of the upcoming catalog, the Office of the University Registrar will administratively deactivate any course that has not been offered in the past five calendar years. In order for departments to offer these courses in the future, new course proposals must be submitted and approved in CIM.

Course Changes vs. New Course Proposals

Departments may not submit changes to a course that **substantively** and **fundamentally** alter the content of the course such that students attempting the same course in future terms would have significantly different learning outcomes than students who have previously completed the course.

In such cases, a new course proposal should be submitted. The Office of the University Registrar will evaluate such proposals on a <u>case by case basis</u> and <u>may</u> roll back course change proposals that involve the following:

- Major alterations to the course title and/or description
- Changes that significantly "broaden" or "narrow" the course content
- Credit hour increases/decreases
- Extensive revisions of prerequisites and/or restrictions in conjunction with changes to the title and/or description
- Changes to the Type of Instruction (Schedule Type) that are wildly unrelated (i.e. changing from "Activity/Performance/Studio" to "Research")

Departments may certainly update the course title and/or description to reflect changes to instructional methods and technology relevant to the course. They may also add explanation or clarification in the Comments/Notes field of the proposal that reviewers may find helpful. For questions, email schedule@ua.edu.

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