

## I. New course proposals:

- a. Include all of the following for a new course being proposed:
  - i. Subject Prefix
  - ii. Course number
    1. New course numbers must be approved by the Registrar. Email [regis@marian.edu](mailto:regis@marian.edu) to get approval for new numbers.
  - iii. Course title
  - iv. Credit hours - If a variable credit course, note the credit range (e.g. 1-3)
  - v. Equated course, if applicable (e.g. SWK-110 is equated or equal to SOC-265)
    1. If another course is equated, identify which course is the "parent"
  - vi. Pre-req and/or Co-req information
  - vii. Rotation of course info:
    1. Semester Options: Fall, Spring, Summer, or ADD (at discretion of department)
    2. Year Options: Odd or Even
  - viii. Effective term to start offering course (*cannot be prior to the next catalog year in the cycle that the proposal is being considered for*)
- b. Here are examples of "catalog ready" NEW COURSES for a proposal:

### Example 1:

#### **COM 246 News Reporting and Writing 3 Credits**

Prerequisite: ENG-112 or faculty permission. News Reporting and Writing is an introductory course that covers the two main tenets of journalism-reporting and writing the news. Students will evaluate news and newsworthiness. They will discuss and practice interviewing, reporting and writing various types of stories.

**OFFERED:** FALL

**EFFECTIVE:** Spring 2023

### Example 2: Equated course(s):

#### **SCI/GLS 305 Global Perspectives in Environmental Science 3 credits**

**Course Description:** This course covers current issues in environmental science using a global lens. This course will explore the science of environmental impact on ecosystems and human health, focusing on key international issues. Topics may include the human population, agriculture and water use, global famine, deforestation, climate change, fire, and poverty.

**REQUISITES:** NONE

**OFFERED:** ADD

**EFFECTIVE:** Fall 2022

**Note:** SCI 305 will be parent course.

### Example 3: Variable credit course:

#### **ART-381 Special Topics: Indianapolis Art Center 1-2 Credits:**

These select courses are held at the Indianapolis Art Center and are available for college activity credit. For more information, contact the Department of Art and Design, the Office of the Registrar, or the Indianapolis Art Center. Studio fee required. Depending on the course, student may enroll for one to two credits. These credits do not count toward the Studio Art or Graphic Design majors or minors.

**REQUISITES:** NONE

**OFFERED:** ADD

**EFFECTIVE:** Spring 2023

## II. Modification/Revision of current course(s) proposal:

- a. Include all of the following for a modification/revision of a current course:
  - i. Subject Prefix
  - ii. Course number
    1. Revision of a course number must be approved by the Registrar. Email [regis@marian.edu](mailto:regis@marian.edu) to get approval for a new number.
  - iii. Course title
  - iv. Credit hours - If a variable credit course, note the credit range (e.g. 1-3)
  - v. Equated course, if applicable (e.g. SWK-110 is equated or equal to SOC-265)
    1. If another course is equated, identify which course is the "parent"
  - vi. Pre-req and/or Co-req information
  - vii. Rotation of course info:
    1. Semester Options: Fall, Spring, Summer, or ADD (at discretion of department)
    2. Year Options: Odd or Even
  - viii. Effective term to start offering course (*cannot be prior to the next catalog year in the cycle that the proposal is being considered for*)
  
- b. Here are examples of "catalog ready" MODIFICATION/REVISION to EXISTING COURSES for a proposal:

### Example 1:

**Changes: course title, description, and prerequisites**

#### **FROM: CHE-275 Practical Computational Chemistry 2 Credits:**

Prerequisites: 152 or equivalent preparation. Students taking this course will learn to model the geometries, energies, spectra, and other properties of molecules using a variety of computational techniques. The focus of this course is hands-on and project-based, with minimal emphasis on theory. No previous experience with quantum mechanics beyond general chemistry is required. Subject to project approval, calculations will make use of national supercomputing resources. Two lecture hours per week. (ADD)

#### **TO: CHE-275 Introduction to Molecular Modeling and Simulation 2 Credits:**

Prerequisites: 142 or equivalent preparation. Computational modeling of molecular structure and properties using quantum chemistry software. The focus of this course is hands-on and project-based, with minimal emphasis on theory. No previous experience with quantum theory beyond general chemistry is required. Two lecture hours per week.

**OFFERED:** ADD

**EFFECTIVE:** Fall 2022

### Example 2:

**Changes: course title, description, and prerequisites, and rotation**

#### **FROM: CHE-425 Advanced Physical Chemistry (3 Credits):**

Prerequisites: 326, MAT 310, or instructor permission. Advanced topics in physical chemistry continuing from 326. Three lecture hours per week.

**OFFERED:** ADD

#### **TO: CHE-425 Computational Physical Chemistry (3 Credits):**

Prerequisites: 325. Practical computational approaches to solving realistic problems in modern physical chemistry. Topics may include finite difference methods, variational techniques, Hartree-Fock theory, density functional

theory, and quantum Monte Carlo methods. Uses the symbolic mathematics program Mathematica. No previous programming experience required. Three lecture hours per week.

**OFFERED:** Fall/Even

**EFFECTIVE:** Fall 2022

**Example 3:**

**Changes:** credit hours

**ENG-L01 Writing Tutorial**

**FROM:** 1 Credit

**TO:** 0 Credits

**Example 4:**

**Changes:** prerequisite changes

**ENG 253: Research Methods & Criticism**

**FROM:** ENG 112 and 123

**TO:** ENG 112

**Example 5:**

**Changes:** course title change

**ENG-204 Creative Writing**

**FROM:** Creative Writing

**TO:** Introduction to Creative Genres

**Example 6:**

**Changes:** change rotation

**ENG-239 Professional Writing**

**FROM:** Every Even Spring

**TO:** Every Spring

### III. Delete current course(s) proposal:

- a. Include a list of all courses that need deleted, including any equated courses that need deleted.

**Example 1:**

**Delete the following courses**

COM 150, 330, 352, 354, and COM/GLS 356

#### IV. New courses, modification/revision of courses, and deleted courses impacting programs:

- a. Include updates to the program description if course requirements/options have changed due to course proposal changes:

**Example 1:**

**Changes to program:** Change theology and pastoral leadership major requirements to reflect creation of a new theology core for THL and PAL majors, **EFFECTIVE:** Fall 2022

**From: Major for Bachelor of Arts Degree (B.A.) in Theology:** 36 credits required including THL 105, 205, 208 or 475, 216 or 218, 226, 228, 232 or 332, 236, 308, 490, and six hours of electives excluding 258, 460, and 463. PHL 350 is also required.

**To: Major for Bachelor of Arts Degree (B.A.) in Theology:** 36 credits including THL 105, 208, 218, 226, 228, 336, 405, and 490; three credits from THL 311, 324, 325, 329, 330, 428; three credits from 232, 308, 332; three credits from 316, 319, 321, 322, 337, 338, 361, 371, 423, 472, and 474. PHL 350 is also required.

**From: Major for Bachelor of Arts Degree (B.A.) in Pastoral Leadership:** 39 credits including THL 105, 170, 205, 208, 216 or 218, 226, 228, 232, 236, 321 or 322, 361, 474, and 490. Also required are 24 credits of support courses comprised of nine credits from PSY 220, 230, and either 101 or 335 or 355; nine credits from SOC 101, 210, 265; PHL 130 and 350; and continuous mentoring and internship participation.

**To: Major for Bachelor of Arts Degree (B.A.) in Pastoral Leadership:** 48 credits including THL 105, 208, 218, 226, 228, 336, 405, and 490; 338, 371; 474 or 475; three credits from THL 324, 325, 329, 330, 428; three credits from 321, 322, 337, 361, 423, 472; either six credits in PSY (220; 230 or 365) or six credits in SOC (101, 265); PHL 350; and continuous mentoring and internship participation.

**Example 2:**

**Changes to program:** MKT 202 replaces COM 245 in specialization, **EFFECTIVE:** Fall 2023

**From:** Specialization in Strategic Communication: COM 165, COM 245, COM 365 (MKT 366), and one of COM/ENG 239, MKT 301, or COM 445 (MKT 445).

**To:** Specialization in Strategic Communication: COM 165, COM 365/MKT 366, and one of COM/ENG 239, COM/MKT 445, MKT 202, or 301.

**Delete:** COM 245 from course offering, **Effective** Fall 2023

**Example 3:**

**Addition of new course ESS 285 as an elective for the following majors**

**Major for Bachelor of Science Degree (B.S.) in Physiology of Exercise:** add ESS-285 to list of electives following "possible courses include" in Catalog degree requirements.

**Major for Bachelor of Science Degree (B.S.) in Exercise Science:** add ESS-285 to list of electives following "possible courses include" in Catalog degree requirements.