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| ***Submission Information*** | | |
| **Title** |  | |
| **Course Director** |  | |
| **Department** |  | |
| **Curriculum Committee contact** |  | |
| ***This submission is*** | | |
| **☐ A program of study**  **☐ A course** | **☐ New**  **☐ Modification** | **☐ Online**  **☐ On campus**  **☐ Hybrid/Flipped** |
| **Date this submission was approved by Departmental Curriculum Committee** |  | **If not applicable, why?** |
| **Will the proposed action have any impact on other Departments?** | **☐ No**  **☐ Yes, describe:** | |
| **Please indicate which of the below are being submitted along with the title of each document:** | | |
| **New syllabus or guide** | **☐** | |
| **Tracked changes syllabus or guide** | **☐** | |
| **Clean syllabus or guide** | **☐** | |
| **Memo indicating changes being made** | **☐** | |
| ***Comments/Explanation:*** | | |
|  | | |

**Instructions**

**How to submit:**

The Curriculum Committee (CC) meets on the 3rd Tuesday of each month. Submissions must be received no later than one week prior to the scheduled Curriculum Committee meeting. Please send submissions to the CC Chair and Elisse Brunori ([ebrunori@gwu.edu](mailto:ebrunori@gwu.edu)) to be reviewed and approved for inclusion on the upcoming Agenda. If there are any administrative questions about the submission, Elisse will be in touch with the submitter as soon as possible. The Chair of the Curriculum Committee will provide the Agenda to the CC members by Friday the week before the meetings.

**Process for review:**

All transactions forwarded to the SPH CC must have received Departmental CC approval first. Some transactions may need to go through the appropriate Academic Committee as well, prior to School-wide CC review. Once that has happened, the Departmental representative on the SPH CC will submit for review. Following review, several things can happen and will be communicated to the relevant faculty by the SPH CC representative from that Department

1. **Approved no changes**. The syllabus/curricular changes may be submitted to CourseLeaf in concert with E. Brunori.
2. **Approved minor changes**. Please send the revised syllabus/curricular changes addressing the requested modifications, again in both tracked changes and clean versions, to the SPH CC representative from the submitting Department, the SPH CC Chair , and E. Brunori for review. Once approved, the syllabus may be submitted to CourseLeaf in concert with E. Brunori.
3. **Approved significant changes**. Same as above, along with a memo to explain changes made.
4. **Not approved**. Please work with the SPH CC representative from the submitting Department to address any issues. The SPH CC will look forward to reviewing the revised submission when it is ready at the next scheduled meeting.

**For questions:**

If you have questions about the form or the review process, please consult with your Departmental Curriculum Committee Representative.

**What to submit:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SPH CC Action Form (or memo to explain)** | **Proposed New Document** |  | **Tracked Changes Revised Document** | **Clean Revised Document** | **Prior Course Evaluations**  **(if available)** | **Identify Impacted Courses or Programs** |
| **New courses/ Topics courses** | ✓ | ✓ |  |  |  | ✓ |  |
| **New programs of study** | ✓ | ✓ |  |  |  |  | ✓ |
| **Modified courses /programs of study** | ✓ |  |  | ✓ | ✓ |  | ✓ |