**Writing and submitting new and course change proposals**

New course and course change proposals are submitted online using curriculum management software by the department program coordinator, Jennifer Miller. Below please find the approval steps, and the information you must include for the required Asian L&L committees to approve the proposal, and for Jen to submit it. A complete syllabus for the new course (and often course change proposals too) is also required. Please use this Word document to answer each question for a new course proposal. For course change proposals, only some questions must be answered. Please check with Jen to determine what information she needs for course change proposals.

**Submission process for new course proposals to be added to the course catalog, and course change proposals:**

(1) The faculty member works with Anna Schnell (Program Coordinator) to prepare the first draft of the new course proposal, or course change proposal, using the appropriate forms.

(2) The proposal is discussed in the relevant program and is vetted by the relevant program coordinator.

(3) The vetted proposal is sent to the Associate Chair who obtains approvals from the Undergraduate Education Committee (for 5xx courses, approval would instead come from the Graduate Studies Committee).

(4) Associate Chair and the UEC can request revisions to the proposal.

(5) Associate Chair conveys final approval from themselves and the UEC to Anna Schnell.

(6) Anna Schnell submits the proposal to the CAS curriculum committee.

New course proposal required information:

1. Course prefix and number (ex. JAPAN 101)

2.  Course title (ex. First-Year Japanese)

3. Abbreviated title (20 characters max, including spaces, ex. 1ST-YR JAPANESE)

4.  First effective quarter (when you hope to first offer the class). [Proposal deadline information.](https://registrar.washington.edu/curriculum/application-deadlines/)

5.  Course description (what will appear in the course catalog about the course)

6.  Course prerequisites (will appear in course catalog)

7. Will this new course count toward any existing majors and/or minors in Asian L&L or other departments?

7.  [Areas of knowledge](https://www.washington.edu/uaa/advising/academic-planning/general-education-requirements/areas-of-knowledge/)? (VLPA, I&S?)[DIV](https://www.washington.edu/uaa/advising/academic-planning/general-education-requirements/diversity/)?

8.  Justification statement - indicate the need for this course and discuss concerns that this need is not currently being met by existing courses at the University of Washington. Discuss impact of course within the department and within the University. Consider how this course will affect other University programs.

9.  How many credits?  Fixed, variable, or a range of credits?

10.  Is this course repeatable for credit?  Up to how many?

11.  How many hours per week will students be in class?  How many hours per week do you expect them to spend doing readings/homework?

12.  Evaluation details / grading rubric - How are students to be evaluated? Participation should be no more than 15%.  Everything should add up to 100%.

13.  Standard/Credit/No credit grading OR only Credit/No Credit grading?

14.  Learning objectives.  (Answer the question, "By the end of this course, students should be able to:.....). Please list five to ten objectives.

15. A course syllabus. The Center for Teaching and Learning provides some syllabus design guidance here: <http://www.washington.edu/teaching/teaching-resources/preparing-to-teach/designing-your-course-and-syllabus/>

### Syllabus Resources:

### 1. Religious Accommodations Policy - Required Syllabus Language State law requires faculty to include language about religious accommodations in syllabi. The following language closely mirrors that of the law itself and was developed in close collaboration with Faculty Senate and the AGs office.

**Required Syllabus Language: [DO NOT AMEND]** “Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form (https://registrar.washington.edu/students/religious-accommodations-request/)](https://registrar.washington.edu/students/religious-accommodations-request/).”

2. This page from the Registrar’s office provides some guidelines and resources you may want to add to your course syllabus: <https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/>

3. Guidance to Students Taking Courses from Outside the US

This page provides UW-approved language if you’d like to include guidance for students taking your class from abroad. <https://registrar.washington.edu/staffandfaculty/syllabus-guidelines/>

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