

CPC Proposal Guidelines

Please complete this packet to prepare a proposal. Include all documents that are required for your particular proposal. If you are uncertain about which documents are needed, please contact Dr. Lesley Sheek (lsheek@uab.edu):

- Proposed budget
- Current program checklist
- Proposed revised checklist
- UAB New Course Proposal Template (final page of this document--remove if not applicable)
- New course syllabus (**please submit as a separate file; it must be included in the catalog**)
- Appropriate form for the [Alabama Commission on Higher Education](#)
 - Notification of Intent to Submit Proposal
 - Proposal for New Degree Program (Parts 1 & 2)
 - Program Proposal Summary (Part 3)
 - New Non-Degree Certificate Submission
 - Alterations to Existing Programs
 - Changes to Academic Program Inventory
 - Deletion to Academic Program Inventory
 - Off Campus New Site Request

Once the proposal and the accompanying documents are prepared and approved by your program, request the Department Chair to seek approval for the proposal from the department faculty.

The completed proposal, approved by the department faculty and Department Chair must be submitted at least one full week before the CPC meeting (generally first Monday of the month August through May; however, please confirm the date with the CPC chair).

Proposal Title:

Date:

Faculty member(s) submitting this proposal:

Degree (*Select One*):

ALSDE certification (*Select One*):

UAB (*Select One*):

Program Name:

This proposal affects the following parts of this program (*write name of each that applies or N/A*):

Major:

Track:

Concentration:

Minor:

Track:

This proposal is for requesting the following action (*check ALL that pertain*)

- Create new course(s) with a syllabus for each new course
- Revise a syllabus substantially (i.e., state standards or other programs are affected)
- Create or revise program checklists
- Create a new program, major, minor, track, concentration, and/or certificate
- Revise a program, major, minor, track and/or concentration
- Discontinue a program, major, minor, track and/or concentration
- Revise course prefixes and/or course numbers
- Revise program name
- Other (describe: _____)

Description of what is being proposed:

Rationale for proposing revised and/or new programs:

Projected Budget Worksheet

Projected Expenditures

Expected costs for faculty and adjunct (include fringe benefits - meet with Director of Fiscal Affairs)

Expected costs for staff

Expected costs for materials

Projected Revenues

Expected tuition

Expected fees

Expected extramural allocations

Comments (optional)

New Course Proposal for Submission with New Programs

New Program Name

Planned Start Term

Subject Code

Course Number

Credit Hours

Level

Open also to:

Graduate Non-Degree

Graduate

Undergraduate

Title

Short title (30 char)

Course is Repeatable for Credit. If repeatable the max hours eligible to apply to program

Number of Contact Hours: Lecture

Lab

Practicum/Internship/Clinical

Online

Schedule Type

Tuition Attribute:

Fee Code (s):

List course prerequisites (must be a specific course with associated minimum grades):

Co-requisite course (must take at the same time):

List of registration restrictions (specific program, major, department, attribute):

Default Grade Mode:

Other non-default grade modes:

Course Description:

Justification for new course:

* Please submit a course syllabus with this form

NOTE: Prior to the CPC meeting, secure signatures from the proposing faculty member(s), program coordinator/director, and department chair.

**SCHOOL OF EDUCATION (SOE)
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

Statement of Approval (to be filled in by proposing faculty member):

By signing this form, I indicate approval for recommending the _____
in _____. If I am signing in representation of a recommendation forwarded by
a committee (faculty or administrative), my signature represents majority approval of committee members.

I have carefully examined the proposal submitted by _____ and believe that the proposed
_____ adheres to the necessary guidelines.

Proposing Faculty Member, Department of _____

Type name Signature Date

Program Director or Coordinator (assuring recommendation by program faculty)

Type name Signature Date

Department Chair (assuring recommendation by department faculty)

Type name Signature Date

Curriculum & Programs Committee Chairs (following recommendations by the Curriculum & Programs Committee)

Type name Signature Date

SOE Assistant Dean for Accreditation and Assessment

Type name Signature Date

Upon final approval, the SOE Assistant Dean will file the document in the SOE, submit all teacher certification checklists to the ALSDE through the OSS, submit course and program proposals to UCC/GCC, and modify the Catalog at the appropriate time.