Policy on function of the Programs, Courses and Curricula (PCC) Committee
Approved February 5, 2009

* May be approved “as is” or pending requested revisions

Figure 1. Flow diagram depicting the actions and decisions of the PCC Committee.
COURSE ACTION PROPOSAL FORM
Programs, Curricula, and Courses (PCC) Committee
Department of Environmental Science and Technology

For ENST department use only. Adapted from the VPAC online data entry form (www.vpac.umd.edu).

Please be sure to complete all required information to avoid a delay in processing. All course changes, additions, or deletions must be accompanied by a syllabus prepared in accordance with University Guidelines (see http://www.faculty.umd.edu/teach/syllabus.html).

Testudo and the Student Information System (SIS) are both good sources for information on existing courses. In particular, the following SIS screens may be helpful: Approved Course (APCRS); Approved Course Notes (APNOTES); Course (CRS).

Submitted by: ________________________________  Date: ______________

Course Prefix and Number: _______  Proposed Effective Term: ___________

Course Title: ______________________________________________________________

Transcript Title: ______________________________________________
Max of 24 characters, including spaces

Credits: Minimum Credits: _______  Maximum Credits: _______

Repeatable to a maximum of ____ hours if content differs.
ATTENTION: Repeatable courses must use a course number that ends in "8" or "9", e.g., FMST 498. Please consider the appearance of a student's transcript upon graduation when setting the repeatable credit maximum.

Hour commitment per week:
Lecture: ____  Internship: ____  Discussion: ____  Laboratory: ____  Seminar: ____
Please see Course Policies page for more information on "contact hours" requirements.

Can Advanced Placement (AP) or International Baccalaurate (IB) be attributed to (i.e., be used to waive requirement for) this course?
☐ Yes  ☐ No

Has this course been approved to fulfill a CORE distribution requirement?  ☐ Yes  ☐ No
Please see the CORE website for information on CORE approval. Proposal forms may be obtained through the Faculty Affairs section of ARES.

Will this change affect the requirements of an academic degree program?  ☐ Yes  ☐ No
Contact Academic Planning & Programs for more information 301-405-5626

If so, has a PCC proposal for that program been submitted?  ☐ Yes  ☐ No
Grading Method:
Regular, Pass-Fail, Audit (REG/P-F/AUD or RPA) is the default grading method for undergraduate courses. Regular, Audit (REG/AUD or RA) is the default grading method for graduate courses. See VPAC Course Policies page for more detail.

Prerequisite(s): ______________________________________
Please use specific course numbers if possible

Corequisite(s): ______________________________________
Please use specific course numbers if possible

Recommended course(s): ______________________________________
Please use specific course numbers if possible

Restrictions: ______________________________________
For example: "For BIOE majors only," "Junior standing" or "Not open to students who have completed MATH 220"

Formerly: ______________________________________

Crosslisted with: ______________________________________
Must have same course level (e.g., two 400-level courses). See VPAC Course Policies page for more detail.

Shared with: ______________________________________
Can be used to combine courses across different course levels, e.g., a 400 level course and a 600-level course. See VPAC Course Policies page for more detail.

Credit will be given for only one of the following courses:

____________________________________

Will this course be offered at another location or through an alternate delivery method?
☐ Yes  ☐ No
If so, please describe briefly in the comments section. For example: offered at Shady Grove, online, or in an accelerated format (excepting standard Winter and Summer formats)

Catalog description:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Keep descriptions short and do not begin with "This course will..." Do not include pre/co-requisite information or title. Sample description (for HIST 344: Revolutionary Russia): An exploration of the roots, dynamics, and consequences of the Russian Revolution of 1917. Major interpretations of the fall of tsarism, social and political forces at play, Leninism and Stalinism.

Reason for proposal/comments:

______________________________________________________________________________
______________________________________________________________________________

Don’t forget to send your syllabus!