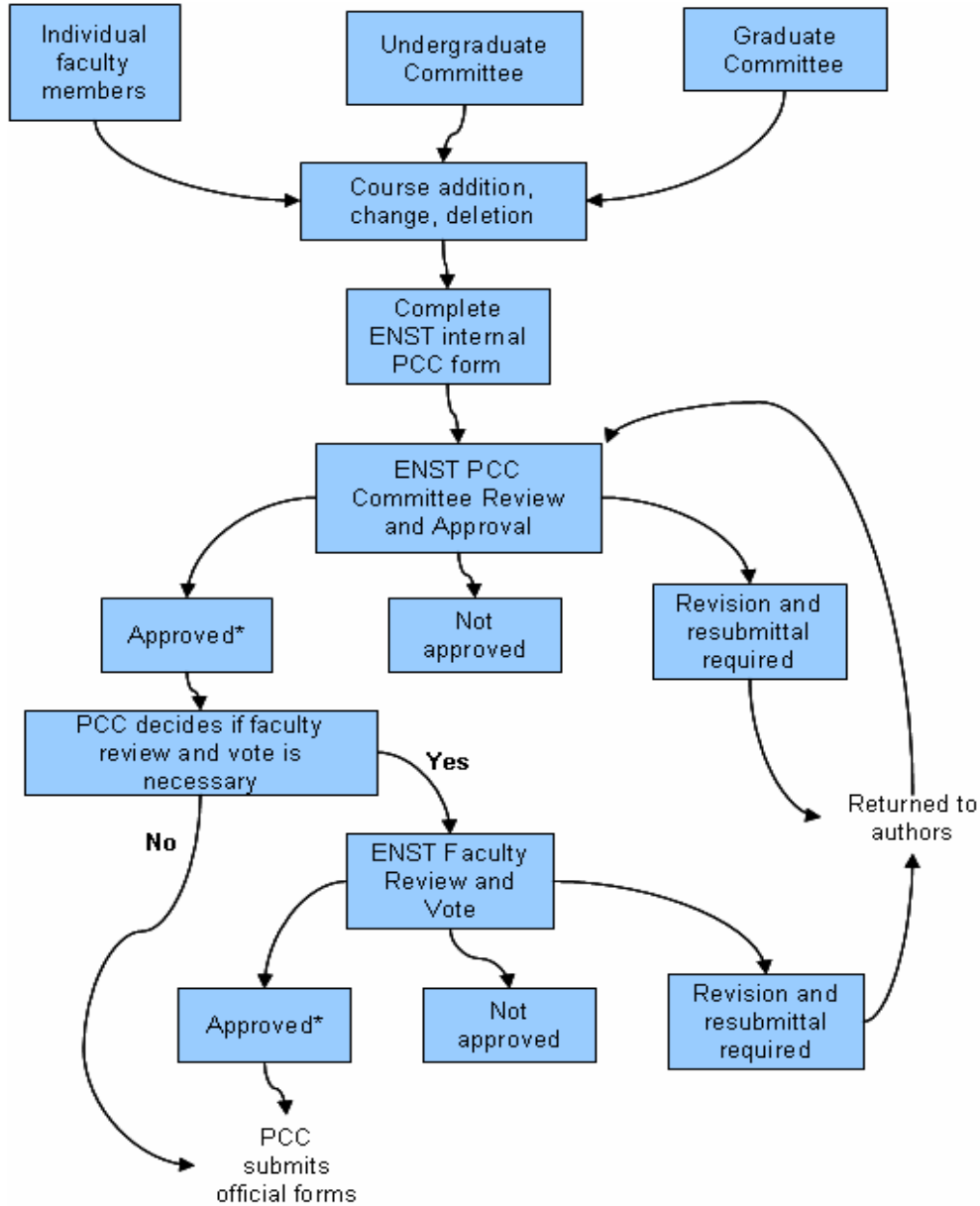


Plan of Governance
Appendix C

Department of Environmental Science and Technology
University of Maryland

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 Baccalaureate (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!