Course Submission Guidelines for Drexel University

Drexel University has instituted mandatory guidelines related to the creation and delivery of all courses to fulfill Drexel University academic standards and meet federal policies.

It is Drexel's goal to create and deliver courses of the highest quality and relevancy to current and future employment climates. All programs at Drexel, regardless of financial aid eligibility, are reviewed under the same criteria.

This document describes the approval process for the development of new courses or the modification of existing courses. The guidelines also describe course requirements as well as the naming conventions and the criteria for approval.

NEW COURSES

CODING AND NAMING CONVENTIONS
- No two courses should have the same name or number
- Special Topics and Independent Study courses are numbered as follows:
    - ENGL T101 = English Special Topics 101
    - ANIM I399 = Independent Study in Animation

NEW COURSE REQUIREMENTS
The following must be provided for the submission of Course Proposals.

- Start Term (Select from drop down)
- Academic Level
- College
- Department
- Subject Area
- Course Number: To determine if a course number is available, check the Hyperion report, "STU-Available Crse Numbers"
- Long Title
- Banner Title – Limited to 30 characters
- Special Topics Course – Yes or No
- Number of Credits – define number of hours for Lecture, Lab, Recitation, Practicum, etc.
- List Pre-requisites and Co-requisites
- Restrictions (i.e., Freshman Excluded)
- Is the Course Repeatable; Indicate number of repeats allowed *after* initial occurrence.
- Primary Grading Method
- Additional Grading Options
- Proposed Catalog Description
- Is this course similar to a current course
- Is this course required for the major/minor/concentration?
- Is this course an elective for the major/minor/concentration?
- Who is the expected audience? Freshman, Sophmore, PreJunior, Junior, Senior, Graduate
- List Terms offered with expected enrollment
- Who is the Proposed Instructor and is this instructor full-time, part-time, adjunct?
- Has this course been taught as a Special Topics Course? If so, provide Special Topics course number.
- A syllabus must be attached to all proposals for new courses and must conform to university standards. Please review the syllabus guidelines and checklist available on the Center for Academic Excellence's website : http://drexel.edu/dcae/teaching/syllabus-guidelines/
- Follow the syllabus guidelines and be sure to include the grading scale for all standard grades, i.e. A+, A-, B+, B, B-,.all the way to F. **Note: Incomplete/incorrect syllabi will be returned to the submitter and will hold up your proposal being reviewed.**

- What is the justification for developing and offering this course?

Required documentation
(See actual CourseLeaf form regarding additional documents that may be required)
- Complete and accurate syllabus **Note: Incomplete/incorrect syllabi will be returned to the submitter and will hold up your proposal being reviewed.**
- If similar courses are offered in another college, attach a copy of the approval by the other college's Dean.
- If credit hours are changing, submit copy of email notifying programs affected.

COURSELEAF SUBMISSION STEPS
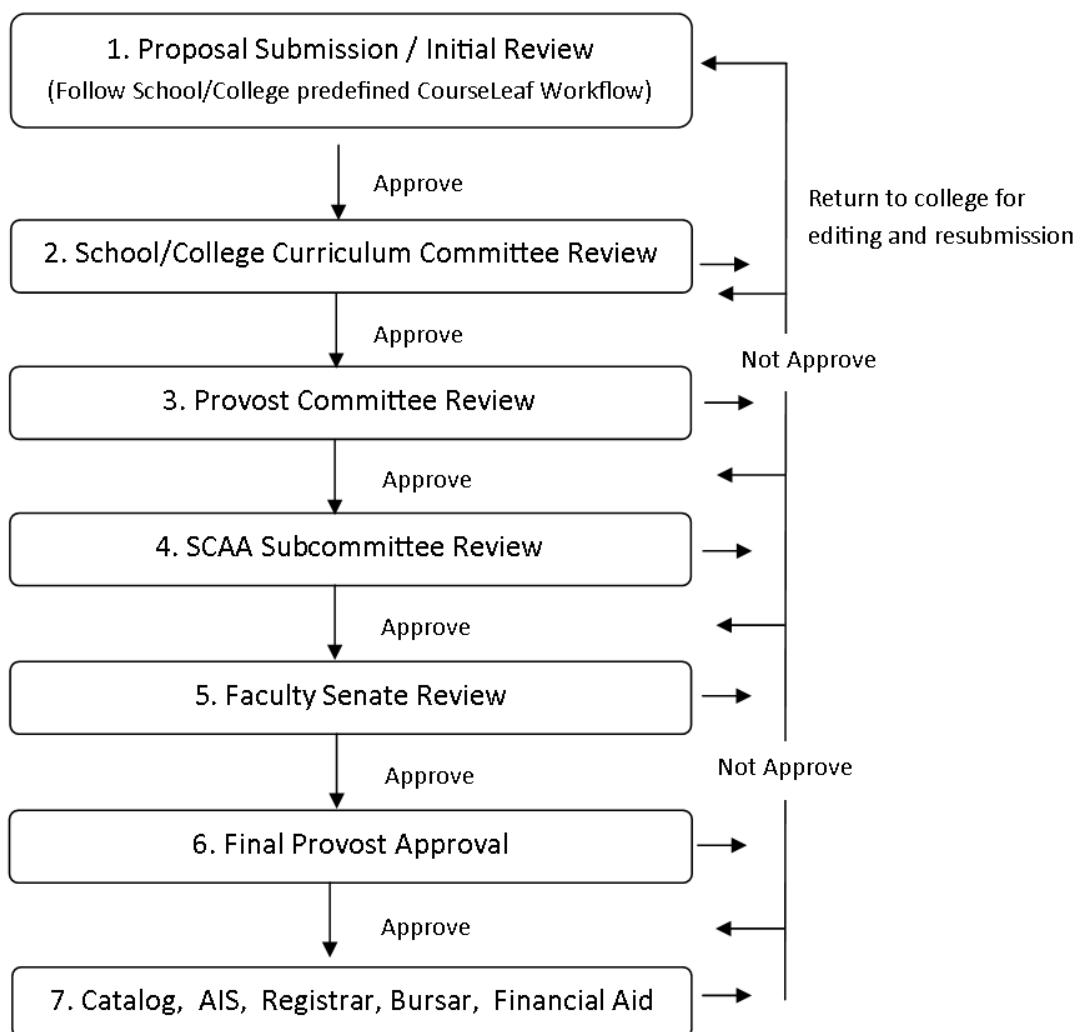
Course Proposal is entered into CourseLeaf and reviewed following college/school's predetermined workflow (set up with AIS by contacting ais_student@drexel.edu).

1. College/School curriculum committee review.

2. Provost Committee reviews proposal. Roles and responsibilities of the committee include:
   - **Office of the Provost** – initial review, final review and approval, meets the academic integrity of catalog contents description, and employment outcomes, and Program Plan.

- **Registrar** – responsible for identifying academic naming conventions and Banner coding (in association with AIS). Confirm enrollment and registration procedures with associated Plans of Study.

- **Finance** – Budget analysis

- **Financial aid** – determine eligibility for federal funding and add programs to the Department of Education Program Participation agreement, if applicable

- **Bursar** – verify Banner coding and accurate term/semester billing as identified by the program

- **Enrollment Management** – develop communications plan to coordinate catalog descriptions, marketing material, and outside communications for these programs

- **Admissions** – establish admissions practices for enrollment into these programs and notification to students

- **Institutional Research** – assemble information and data from each unit to assure proper reporting for each certificate program

PROGRAM AND COURSE CHANGES AND INACTIVATIONS

Program and course changes and inactivations are to be submitted through CourseLeaf and follow the same review and approval process as outlined above.

Required information
- Include justification for request
- Documented sign-off if changes affect other programs/colleges