Department of Sociology

**PROCEDURE:**

**SUBMIT PROPOSALS FOR UNDERGRADUATE CURRICULUM**

To alter the official description and/or structure of program requirements and courses in the University Catalog, follow the curriculum change process detailed below.

All courses have an official course syllabus as part of the course approval process. Syllabi are linked on-line at: <http://www.radford.edu/content/registrar/home/course-descriptions/chbs-descriptions/sociology.html>

The department Curriculum Committee meets three times a semester to review proposals.

**The Sociology Department process for altering or adding courses:**

1. Make an appointment to review your proposal with the Department Chair and attend the Department Curriculum Committee meeting.

2. If you are proposing a new course, check with other departments:

Review your proposal with other department chairs and faculty who offer similar and/or overlapping subject matter. The primary goal is to obtain their consent for your proposal by determining that the new course content does not compete with their existing classes.

3. Present your proposal during a department faculty meeting:

Include proposed content, scheduling, and implications of the proposed change for the degree program.

4. Undergraduate Curriculum Change application forms are found on the Registrar’s web site:

 <http://www.radford.edu/content/registrar/home/forms.html>

You will find: Cover Sheet, Instructions, New Course Proposal, and New Course Proposal Instructions. Fill out the forms directly on the Word file (they must be submitted to committees electronically in *Word format*, only – no .PDF’s please.)

5. Submit your paperwork to the Department Curriculum Committee for review.

To have your new course or changes reflected in the RU Fall Catalog, you must submit forms in *Word format* to the department curriculum committee by the *first class day of Spring Semester.*

6. The Chair of the Department Curriculum Committee will let you know if revisions are necessary.

Once the documents are complete, submit them electronically as *Word formatted* documents to the Sociology Department Curriculum Committee Chair.

7. Attend the College Curriculum Committee meeting if deemed necessary by the Chair of the Department Curriculum Committee.

The College Curriculum Committee asks that the individual proposing the change(s) be present to answer question and explain his/her course because that person can best field questions and has knowledge of the subject matter.

8. Attend the University Undergraduate Curriculum Committee meeting if deemed necessary by the Chair of the Department Curriculum Committee..

The University Curriculum Committee asks the individual proposing the change(s) be present to answer questions and explain his/her course because that person can best field questions and has knowledge of the subject matter.