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**Outline for Submitting a New Course, Course Revision,**

**Elective Pilot for Faculty Approval**

**Process:**

1. Faculty member proposing new course/course revision reaches out to respective Program Lead, Department Chair, and Assoc Dean with completed form for discussion.
2. Associate Dean discusses form (with any revisions from original version) with Academic Leadership Team and sends form to requesting faculty member
3. Faculty member proposing course sends proposal to ADAO who forwards to Academic Operations Team to review course proposal and ADAO provides feedback/concerns to faculty member proposing course, Program Lead, and respective Assoc Dean
4. Final version is sent to Program Committee Chair from proposing faculty member and Chair puts course to be discussed on Program Committee agenda
5. Program Committee discusses course and votes to approve/deny- not needed for elective pilot
6. Program Committee Chair sends to Steering Committee to be placed on Faculty Org agenda for vote- not needed for elective pilot
7. After vote is successful, Registrar has access to form and submits to Curriculum
8. Workload should be negotiated with the Chair – please see [workload document](https://handbook.nursing.virginia.edu/4/03/3/)

**All new courses and course revisions must be finalized by the February Faculty Org meeting prior to following academic year in which the changes would be realized. This supports the time to adequately provide resources and communication about related changes including, but not limited to, financial obligations for students, Curriculum submission, Record review, course planning/scheduling.**

This is for a:

New Course (including Elective after Elective Pilot has been completed)

Course Revision- include previous syllabus

Elective Pilot- does not need to be submitted by Feb Faculty Org meeting b/c it does not go through UREG

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| **\*Course title**  (cannot exceed 75 spaces) |  |
| **\*Credit hours (didactic-lab-clinical-total)** |  |
| **\*Prerequisites with rationale**  (specific courses and/or permission of instructor; open to non-nursing students) |  |
| **\*Course description**  (if an elective, the content presented must be new material or reflective of in-depth examination or previously presented content)  Note: cannot exceed 450 spaces, including prerequisites |  |
| **\*Course outcomes** (objectives must be consistent with the education level of the students and align with appropriate CCNE Essentials which are highlighted on syllabus) |  |
| \*Does this course have a **final exam?** |  |
| \*\*Abbreviated course title  (cannot exceed 30 spaces) |  |
| \*\*Faculty Qualifications to Teach Course  (Ex. Content expert, possible certification) |  |
| \*\*Grading (Graded, Credit/No Credit, Satisfactory/Unsatisfactory) |  |
| \*\*Tentative semester and projected first course offering  (indicate if time is flexible) |  |
| \*\*Frequency (how often is this course to be offered?) |  |
| \*\*Teaching Method (Lecture, Seminar, Lab, Practicum, Clinical, Independent Study) |  |
| \*\*Teaching Modality (in person, executive format/hybrid, online synchronous, online asynchronous) |  |
| \*\* For Course revisions, a narrative of the need for revision and main areas of change |  |

\*Required at time of submission

\*\* Optional at time of submission but preferred. Final determination will be made by Academic Leadership Team (Associate Deans of Academic Programs, Operations, Administration, Department Chairs, Program/Specialty Leads, and Dean)

*Originated March 26, 2025 LF*