

College of Liberal Arts  
New or Substantially Modified Course Proposals: Guidelines for Submission  
revised 6/2019

When new or substantial modified courses are proposed for addition to the catalog, the Executive Committee of the College of Liberal Arts asks that department chairs submit a completed “UNH Course Approval Form,” *along with* the following information for each course.

1. A rationale for the creation or modification of the course within the existing curriculum of the Department and/or the University, including a rationale for the course level (400, 500, 600, etc.). The rationale must demonstrate demand for the course (citing enrollment patterns, etc.) Course objectives and learning outcomes must be stated (and also strongly advised for placement on syllabus). If the course is to be created due to a recent retirement/new hire, please include the course that is to be deleted to make way for the addition of this new course (or a statement about why no modifications to the curriculum will be forthcoming).
2. Evidence that the course does not substantially overlap with other courses in the department, college, and/or in the university curriculum. If there is the appearance of overlap, please contact each faculty member who teaches a similar course and provide her or his assessment of and your own rationale for how your course will be different.
3. A syllabus including topics to be covered and their time frame (week-by-week outline), lists of texts to be assigned, specific information about the course objectives, reading, writing, and other assignments, requirements, and a clear explanation of the grading. Course bibliography would be helpful. Faculty contact information and office hours must be included on syllabus as well.
4. Plans for staffing the course.
5. A list of any new resources needed, e.g. laboratory facilities, equipment, library acquisitions, staff, or other services. An explanation of the source of funding for any new resources should be included.
6. For internships or applied experiences for which academic credit will be awarded, the rationale should include information about the faculty assigned to oversee and grade the internship; the nature of the reading, written work, or other projects that the student will undertake and on which the student will be evaluated; and evidence that the content of the internship is appropriate to the academic discipline in which the credit is to be awarded.
7. It is strongly encouraged that the following academic honesty statement be included on all new course syllabi: “Please note the University has no tolerance for students who break the University Academic Honesty Policy. Please see the Students Rights, Rules, and Responsibilities Handbook for full description.”
8. It is strongly encouraged that the following Disability Services for Students statement be included on all new course syllabi "According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) at **201 Smith Hall**. Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS, but are under no obligation to provide retroactive accommodations.”
9. Colleagues are encouraged to include this emotional/mental health statement on all new course syllabi: Your academic success in this course is very important to me. If, during the semester, you find emotional or mental health issues are affecting that success, please contact [Psychological and Counseling Services](#) (PACS) (**3<sup>rd</sup> fl., Smith Hall; 603 862-2090/TTY: 7-1-1**) which provides counseling appointments and other mental health services.
10. Colleagues are encouraged to include this classroom behavior statement on all new course syllabi: “To ensure a climate of learning for all, disruptive or inappropriate behavior may result in exclusion (removal) from this class. As a reminder, cell phone/pda, etc. use, including text messaging, and videotaping and recording is not permitted in this class by Faculty Senate rule unless by instructor permission.”

Course Fees  
March 3, 2006

**Policy**

A course fee is charged to students to recover the extraordinary costs of materials and supplies not normally covered by the instructional budget and fundamental to the special instructional activities associated with a specific course. These fees are listed in the Time and Room Schedule and are assessed to all students in the course. Billing and collection of such fees are handled through student billing and should not be collected by a department or faculty member. Course fees must be used solely for support of the courses involved.

Course fees can be charged for the following items:

- manuals and materials that are retained by the student and used in lieu of textbook (University Copyright policies must be followed when printing copyrighted materials)
- materials and supplies consumed, retained, or used by the student. Items including, but not limited to, chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, course specific software license fee, software retained by the student, and other one-time use items
- breakage of lab supplies
- special class activities (transportation, admission costs, meals, private music lessons, horsemanship lab)
- Instructional Equipment (maintenance)

Items that should not be included in course fees:

- Salaries, wages, and related benefits
- Honoraria
- Equipment (depreciation, replacement of equipment)
- Course syllabi, class schedules, tests, and quizzes
- Computers
- Software and software licenses (on going licenses)
- Faculty travel
- Capital and infrastructure related expenditures

Review Process

- Department submits Course Fee Approval Form with clear outline of expenses associated with the fee. The department should use the Business Service Center as a resource in calculating fee and assigning the correct accounting information.
- Department Chair reviews and can reject based on criteria (above) or approve and forward to Dean's Office.
- Dean reviews and can reject based on criteria (above) or approve and forward to Provost Office
- Provost's Office reviews proposal and can reject based on criteria (above) or approve and forward to Registrar's Office
- Course Fee Approval Form is forwarded to the Registrar's Office

Course Fee Approval Forms should be forwarded to the Provost's Office one week prior to the Registrar's published deadlines.

A course fee should be **exceptional** rather than routine and is not intended to replace normal budgeted support for instruction.

Approved by Deans Council 3/3/2006