



# The University of Georgia

College of Education  
*Office of the Dean*

September 11, 2003

TO: University Curriculum Committee

FROM: John Olive, Chair  
College of Education Curriculum Committee

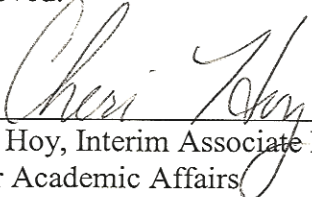
SUBJECT: Adding Additional Items to New and Course  
Change Applications

The College of Education Curriculum Committee would like to request two additional items be added to the New and Course Change Applications. Our Committee requires each New Course Application to have a rationale for adding the course to their curriculum and each Course Change Application to have a rationale for making changes to the course. We also require each course to have a statement ensuring that the course is not a duplication or in competition with another course/program offered by another unit on campus. Since these items are not on the application our departments tend to forget to add this information. This necessitates the course being returned asking that the information be added in the comments box and may cause the course to be delayed in being reviewed by the committee. We do not think this is a good practice; therefore, we are requesting an item for a rationale and an item for ensuring the course is not a duplicate or in competition with other courses on campus be added to both course applications.

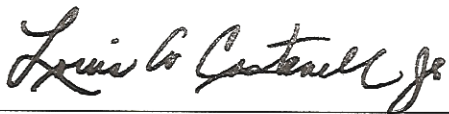
Thank you for your consideration of this request.

JO:ct

Approved:

  
Cheri Hoy, Interim Associate Dean  
for Academic Affairs

9/11/03  
Date

  
Louis A. Castenell, Jr., Dean

9/11/03  
Date