Wilkes University Curriculum Committee
PROPOSAL SUBMITTAL FORM

Directions:

- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Name: Ryan Henry
Department: Chemistry and Biochemistry
Phone and email: ext. 7914 ryan.henry@wilkes.edu

2. Proposal Title: Additional Class to Fulfill the Prerequisites for Medical Biochemistry

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”). Each different type of proposal must be submitted on a separate form.

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC. Major = minimum of 30 credits, minor = minimum of 18 credits.

☐ New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary. Concentration – minimum of 12 credits, certification, endorsement and track are discipline specific.

☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.

☐ Elimination of Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.

☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.

☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.

☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.

☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).

☐ Change in course credit or classroom hours.

X Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).

☐ Other (Specify)

Indicate the number of course modification forms that apply to this proposal:

______ Course Addition Form (Attach Syllabi: refer to Faculty Handbook for requirements)
______ Course Deletion Form
1 Course Change Form

Revised 4/30/2018
4. Executive Summary of Proposal.

Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

The goal of this proposal is to modify the prerequisites of Medical Biochemistry (CHM 365) to accommodate the newly created Essential Organic Chemistry (CHM 235). This is to ensure that students who have taken this alternative organic chemistry course have a pathway into biochemistry.
8. Signatures and Recommendations. (please date)
   - Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   - If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

   Donald E. Mencer / Dept. Co-Chair
   Print Name/Title                     Signature                     Date
   Department chair(s) of all potentially affected programs

   Prahbud Murphy
   Print Name/Title                     Signature                     Date
   Interim Dean CSE                     Feb 7, 19
   Dean(s) of any potentially affected College/School.

   Ellen Lohr
   Print Name                            Signature                     Date
   Registrar

   Print Name                            Signature                     Date
   Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
   Provost should check here _____ if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

   Print Name                            Signature                     Date
   Chair, Academic Planning Committee. For new programs, program revisions sent via the provost.
   Signature indicates that the proposal has been reviewed and approved by APC.

   Print Name                            Signature                     Date
   Chair, General Education Committee. For revisions to General Education program only.
   (Signature indicates that the proposal has been approved by GEC).

Revised 4/17/2018
Wilkes University Curriculum Committee
COURSE CHANGE FORM

Directions: Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

Course Number: CHM 365  
Course Title: Medical Biochemistry

Effective Date of Course Change (semester/year): Fall 2019

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Indicate classroom, lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or “other” hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>CHM 232 with a grade of 2.0 or better or permission of the instructor</td>
<td>CHM 232 or CHM 235 with a grade of 2.0 or better or permission of the instructor</td>
</tr>
<tr>
<td>Course Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(as proposed for Bulletin)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.