English Department

Proposing New Upper-Division Courses

If you want to create a new sub-topic under a standing “Special Topic” course, use the Departmental “Course Outline Form” which is essentially the second half of the MTSU “New Course and Course Change Proposal Form.”

If you want to propose a new standing course, use the MTSU “New Course and Course Change Proposal Form.” This form is available at <http://www.mtsu.edu/provost/curr.shtml> under “forms.”

Please submit the proposal to the Director of Upper Division in .doc or .docx format via e-mail.

The Director of Upper Division will distribute the proposal among the members of the Upper Division Committee who will discuss and vote on the proposal.

For sub-topics under a Special Topics course, Upper Division Committee approval means that the course is now one of the program’s offering. A list of the approved Special Topics courses is sent periodically to the Chair.

For proposal for a new standing course, the next step after Department approval is College Approval followed by University Approval. The Director of Upper Division is responsible for seeing Upper Division Course proposals through the College and University reviews.

Once a course is accepted at the university level, it is assigned a new number and becomes part of our regular curriculum until it is deemed necessary to deactivate the course.

The department keeps a file of the course outlines for all standing courses. Periodically (approximately every 5 to 10 years) course outlines are revised for the purpose of updating texts, modifying goals or other necessary changes. (The format of the standing course outline is the same as the “Course Outline Form” used to propose a sub-topic course. As stated above, it is part B of the MTSU “New Course and Course Change Proposal)