

**College of Arts & Sciences**  
**Guidelines for Processing Impact Reports**  
(Rev. April 19, 2021)

**Originator Initiates a Course Proposal\***

When proposing new or revised courses, faculty begin with EMU's "Course and Program Development" webpage (<https://www.emich.edu/cpd/>) and consult with the "Course and Program Development Handbook" and "Curriculog User Guides."

\*This document does not address new program proposals.

**Originator Considers Impact of Proposal on NON-Originating Programs**

"Where there is the potential for [curricular] overlap, faculty preparing a proposal should take steps to alleviate other departments'/schools' concerns, either by carefully explaining the differences between what is proposed and what already exists, or [by] contacting affected departments/schools and getting their approval beforehand."

– Course & Program Development Handbook, p. 5

([https://www.emich.edu/cpd/documents/cpd\\_handbook\\_mar19.pdf](https://www.emich.edu/cpd/documents/cpd_handbook_mar19.pdf))

**Checking for Impact**

Apparent topical overlap of courses is not a reason for rejection of a proposal; however, it does suggest the need for discussions between programs. To address the potential impact of a proposal on other programs, originators of a proposal must complete the following steps.

- \_\_\_\_\_ *Search the academic catalog for similar courses* (keywords and topics).  
The search of the catalog applies to (1) new course proposals and (2) course revisions modifying the content of the course (e.g., course title, catalog description).
  
- \_\_\_\_\_ *After the search, compile a list of courses with potential overlap.* Originators of new course proposals compile a list of courses with apparent overlap and contact their department head, who will contact the department head (DH) of the potentially impacted program. Faculty of the impacted program will consult and provide response to their DH, who will contact the DH of the originating program.
  
- \_\_\_\_\_ *Revisions of existing course or program proposals: run Curriculog's "Impact Report."*  
Click the link on the Curriculog template "Run Impact Report," located at the top of the form under the title and routing icons. The report generates a list from the catalog of potentially impacted courses or programs. Originators of proposals will contact their department head, who will contact the department head of the potentially impacted program to initiate discussions.
  
- \_\_\_\_\_ *Solicit and attach letters of support or opposition:* If the course proposal does overlap with, or impacts, another program, a letter of support or opposition, from the department head of the impacted program—conveying faculty input and vote as stipulated in the DID—must be attached to the proposal in Curriculog.
  
- \_\_\_\_\_ *Department Head approves or disapproves the proposal (in Curriculog) only after the steps above have been completed.*