

## NEW COURSE PROPOSAL FORM

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New Prefix & Number	Catalog Title for Course
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Date	Semester Hours	Cross-listed Prefix & Number (if applicable)
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Please submit one signed hard copy and an e-mail version to the current chair of the Curriculum Committee. Consult with the registrar on issues of appropriate course numbers and catalog copy format before submitting. If an item is left blank, or if you do not submit some of the requested materials, please provide a note explaining why the item does not apply to your proposal. Please do not modify the proposal format. If you are submitting a proposal that covers multiple courses and you believe that you need to adapt this outline, please consult with the chair of the Curriculum Committee.

I. The description of the course as it will appear in the catalog:

II. Mark an "X" in the requirements fulfilled by the course. If the course is cross listed show requirements fulfilled for each option.

	Course	Cross-Listed Course
Major-Required		
Major-Elective		
Minor-Required		
Minor-Elective		
Gen. Ed.		
Dept. Elective		

III. Provide, as addenda, a fuller description and a syllabus that outlines course:

- a. content
- b. objectives
- c. graded or credit/no credit
- d. text(s), general bibliography, or reading list

- IV. Provide a detailed rationale for adding the course that is clearly connected to the purposes of the program (major, general education rubric, etc.) and provides evidence of:
- a. alignment with program goals and objectives
  - b. the specific need for the course
  - c. a plan for assessing specific goals (departmental, general education, and/or college) that will be fulfilled by this course.

- V. Check the anticipated frequency for offering this course:

- |  |  |
|--|--|
| <input type="checkbox"/> Multiple sections each semester | <input type="checkbox"/> One section each year       |
| <input type="checkbox"/> One section each semester       | <input type="checkbox"/> One section alternate years |
| <input type="checkbox"/> Other Pattern (Please describe) |  |

- VI. What courses do you intend to delete or alter in order to add this course? Additions to the curriculum without corresponding reductions or alterations will need strongly developed justifications under Item X below.

- VII. What do you expect the typical enrollment in the course to be?

- VIII. How will the offering of this course be staffed? Budgetary and teaching load implications must be fully addressed before the Curriculum Committee can act on your proposal.

IX. List additional Library, Audio Visual, Laboratory and/or Computer equipment/services needed to offer the course. Please confirm with the appropriate people that funding is available for any additional equipment.

X. When will the course be offered initially and who will instruct it?

XI. Additional comments:

Name of submitter if not the Chair : \_\_\_\_\_

Signature of Department Chair or  
Program Coordinator: \_\_\_\_\_

Signature of Chair from  
Cross-Listed Department: \_\_\_\_\_