**New Course**

**[INSERT NAME OF ACADEMIC UNIT]**

**New Course**

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| **Short Course Title** **(30 characters)** |  |
| **Course Title (100 characters)** |  |
| **Is this course required for a major?** **If so, is the major in your department?**  | **[ ] Yes [ ] No** **[ ] Yes [ ] No**  |
| **Catalog Description** |  |
| **Start Term:**  |  |
| **Grading Basis:**Letter grade, P/NC |  |
| **Liberal Arts** | **[ ] Yes [ ] No**  |
| **Core Requirement**  | \_\_\_\_ Not Applicable\_\_\_\_ English Composition\_\_\_\_ Scientific World\_\_\_\_ Math and Quantitative Reasoning\_\_\_\_ Creative Expression\_\_\_\_ Life and Physical Science\_\_\_\_ U.S. Experience in its Diversity\_\_\_\_ World Cultures and Global Issues\_\_\_\_ Individual and Society (Humanities or Social Sciences:\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **List all other designations or attributes**(W, P&D, STEM, GER, Foreign Language)  |  |
| **Is this course cross-listed?**  | **[ ] Yes [ ] No** Course Prefix and Number: |
| **Prefix & Five Digit Course Number**  |  |
| **Pre and/or Co Requisites** (specify which are pre-, co-, or both) |  |
| **Credits****Repeatable? If so, how many credits?** |  |
| **Hours** (per week) |  |
| **Mode of instruction** HybridOnline In person If you are proposing more than one modality (i.e., in-person, online, hybrid or hyflex) you only need this one form. However, you must explain in the rationale and include a syllabus for each mode of instruction proposed.) |  |

* Rationale: (Do not remove questions)
1. Nature of the proposed course:
2. If the proposed course is part of a new academic program, refer to the overall objectives of the program (i.e., on a cover sheet or in an appendix).
3. If the proposed course is part of an established academic program, present a rationale that includes:
4. The advantages offered by the proposal and/or the needs met by the course (i.e., student, departmental, community, job market needs);
5. The way in which the proposed course relates to other courses within the department of origin;
6. The way in which the course relates to courses in other departments, divisional or interdisciplinary programs (if appropriate, possibilities for interdisciplinary use might be given);
7. Justification for any substantial overlap with other courses in the college curriculum, indicating the unique/specific focus of the course proposed;
8. Specification if this course was offered as a topics or experimental course in the past and state the prefix and number.
9. List of courses, if any, that are to be withdrawn when the new course is adopted.

B. The following additional information must be supplied in the special instances noted:

1. When ENGL 12000 is to be specified as a pre- or co-requisite, the rationale must justify this in terms of the writing that is to be done in the course.
2. In the case of courses in non-organized classes such as field work, internship, independent study, etc., an explanation must be given as to how the student will earn the credits consistent with the student effort required in organized classes. It should be noted that a course may not carry more credits than contact hours. Laboratory courses usually carry one credit per two contact hours.
* Projected Enrollment:
* Consultation Statement:

Is the proposed change likely to affect other academic units?

[ ] NO [ ] YES – If yes, list the academic units:

Specify who was consulted and the nature of the consultation:

(The head of the academic unit, such as department chair, or the curriculum committee should be consulted. Indicate whether the consultation happened via email or meeting and what was discussed).

* Syllabus: