**Department/Program/School of .......................**

New Course Proposal

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| --- | --- |
| Course Title |  |
| Prefix & Five Digit Course Number  |  |
| Pre and/or Co Requisites (specify which are pre-, co-, or both) |  |
| Contact Hours (per week) |  |
| Credits |  |
| Liberal Arts | [ ] Yes [ ] No [ ] Not Applicable |
| Grading Scale:Undergraduate A-F; Graduate A-C, F; C/NC |  |
| Core Requirement  | \_\_\_\_ Not Applicable\_\_\_\_ English Composition\_\_\_\_ Math and Quantitative Reasoning\_\_\_\_ Life and Physical Science\_\_\_\_ Scientific World\_\_\_\_ Creative Expression \_\_\_\_ U.S. Experience in its Diversity\_\_\_\_ World Cultures and Global Issues\_\_\_\_ Individual and Society (Humanities or Social Sciences:\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| List all attributes and requirements(W, P&D, STEM, GER, majors, minors, etc.)  |  |
| Mode of instruction: (see syllabus checklist.) |  |

* Course Description:
1. A brief description for the College Catalog.
2. Writing Requirement: the number of papers and their approximate length, the extent to which library or electronic research is expected, or a statement of other writing requirements. Any absence of a formal writing requirement must be specified.
* Rationale: (Justification)
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 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. Please specify 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 List of courses, if any, which are to be withdrawn when the new course is adopted.
10. The following additional information must be supplied in the special instances noted:
11. 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.
12. In the case of courses given 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
1. Is the proposed change likely to affect other Departments or Programs?

[ ] NO [ ] YES – If yes, list department/program:

 Specify the nature of the consultation:

1. Is this course cross-listed? If so, please list all courses affected.
2. Does this affect the Library? [ ] NO [ ] YES

Have you consulted the subject liaison? [ ] NO [ ] YES

For new courses or programs, please consult.

* Sample Syllabus: