

**Curriculum Committee
Proposal for a New Course**

1. Department: _____
2. Course Number and Title: _____
Number of Credits: _____ Total hrs/week: _____

Lecture: _____ Lab: _____ Recitation: _____
Seminar: _____

For Independent study courses:

- Research: _____ Field experience: _____
Clinical Practice: _____ Internship: _____
Practicum: _____ Independent Course Work: _____
3. Semester and year when course will first be offered: _____
 4. Catalog Description (please limit to 50 words): _____

Check if appropriate: Humanities: _____ Social Science: _____
(meets minimum degree requirements)

Check if appropriate:

This course will be cross listed with: _____

Rationale for cross listing:

Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.

5. Prerequisites (or other restrictions): _____
6. Rationale/justification for course
(consider the following issues):
 - (a) What are the goals and objectives of the course?
 - (b) How does the course support the mission statement of the department and the organizing principles of the major?
7. (a) For courses in the major, how does the course enhance the

beginning, middle, or end of the major?

(b) For courses used by non-majors, how does the course support the liberal arts tradition including linkages with other disciplines:

8. (a) Are other departments affected by this course? Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.

(b) Please explain overlap with any existing courses.

9. Method of teaching:

10. (a) Address potential enrollment pattern shifts in the department or college-wide related to the offering of this course:

(b) Address potential shifts in staffing of the department as it relates to the offering of this course:

(c) Frequency of offering:

each fall: _____ each spring: _____
every two years: _____ every three years: _____
other (Explain): _____

11. Requirements for additional resources made necessary by this course:

(a) Staff:

(b) Budget:

(c) Library:

12. Attach course syllabus, reading lists, or any additional documentation that can help the committee evaluate this proposal (a syllabus is mandatory).

13. Signature of Department Chair
or Program Director: _____
Date: _____
14. Signature of Dean of School: _____
Date: _____
15. Signature of Provost: _____
Date: _____
16. Signature of Business Affairs Official: _____
Date: _____
17. Signature of Curriculum Committee Chair: _____
Date: _____
18. Signature of Faculty Senate Secretary: _____
Date Approved by Senate: _____

Completed form should be sent by the Faculty Senate Secretary to the Registrar

Information about the new course will be sent by the Registrar to:

1. Department Chair
2. Business Affairs Office (establishes course fee structure in SIS, referral to Board for necessary approval)
3. College Relations (addition to Undergraduate Catalog)
4. Academic Affairs Office (Attn: Provost, c/o Beth Murphy)
5. Undergraduate Studies (SNAP, ONCOURSE)