PROPOSAL TO OFFER A NEW COURSE

***Note:* Course numbers have to be approved as available by the registrar before this form is submitted.**

***Instructions:***

**1) Complete ALL fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.**

**2) Do not delete any part of the form.**

**3) Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.**

**4) Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.**

**5) If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond save your document and reopen it.**

DATE: Click here to enter a date.

COLLEGE/INSTITUTE: Choose an item.

DEPARTMENT: Choose an item.

EFFECTIVE DATE: Fall Click here to enter text. (year)

CIP Code: Click here to enter text.

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Provide a one sentence description of change (i.e., Prerequisite change for EN XXX)

Click here to enter text.

1. GENERAL INFORMATION:
2. New Course Prefix and Number:

Click here to enter text.

1. Has new course number and title been approved as available by the registrar:

Yes  No

1. Course Title:

Click here to enter text.

1. Number of Credit Hours: Click here to enter text.
2. Course Level: Choose an item.
3. Prerequisite(s):

Click here to enter text.

1. Corequisite(s):

Click here to enter text.

1. Course Description: (Catalog Ready Description)

Click here to enter text.

1. Rationale:

Click here to enter text.

1. Need. Explain the need for the course *and* its intended impact

Click here to enter text.

1. Relationship to overall goals of the college/institute:
2. Is this course required for any major, concentration or minor within your college/institute?  Yes  No

If yes, list the program(s) and explain how this change will impact the program(s).

Click here to enter text.

1. Is this course a prerequisite for any other course(s) within the college/institute?  Yes  No

If yes, list the course(s) and explain how this change will impact the course(s).

Click here to enter text.

1. Do these changes reflect new accreditation or certification requirements?

Click here to enter text.

1. Relationship to overall goals of the University.

Click here to enter text.

1. Relationship to other colleges/institutes.

Click here to enter text.

1. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plan for the program.

Click here to enter text.

1. ACADEMIC INFORMATION:
2. List the specific student learning outcomes as they will be listed on course syllabi.

Click here to enter text.

1. Instructional Methods and Evaluation:

Click here to enter text.

1. Course Outline:

Click here to enter text.

1. The following courses presently offered on campus may overlap or appear to duplicate this course: (list)

Click here to enter text.

1. A comparison has been made with the other course offering(s). This course is therefore justified because…

Click here to enter text.

1. ADMINISTRATIVE INFORMATION:
2. What course, if any, will this course replace?

Click here to enter text.

* 1. If applicable, discuss the impact of the replacement on any courses, prerequisites, majors, concentrations, or minors within the college/institute listed above.

Click here to enter text.

* 1. If applicable, discuss the impact of the replacement on any courses, prerequisites, majors, concentrations, or minors outside of the college/institute listed above.

Click here to enter text.

* 1. If a course, prerequisite, major, concentration, or minor outside of you college/institute will be impacted by this new course, has the relevant Department Chair been notified?  Yes  No
  2. Proposals that have an impact on any other program or course across campus must be accompanied by letters from chairs of the departments affected, stating their reactions to the proposed changes, additions, etc.

1. Identify the qualifications needed to teach this course.

Click here to enter text.

1. Specify the frequency of proposed course offering.

Click here to enter text.

1. Will more than one section of this course be required?

Click here to enter text.

1. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of the course?

Click here to enter text.

1. Will this course be taught by existing faculty?  Yes  No

Please explain how will the course be taught within the current faculty load and course rotation?

Click here to enter text.

1. Will additional funds be needed for equipment or supplies?

Click here to enter text.