

NEW COURSE PROPOSAL FORM
Graduate and Undergraduate courses

USE FOR: NEW PERMANENT COURSE
NEW TEMPORARY COURSE ("X" COURSE)
NEW ONLINE COURSE
NEW GENERAL EDUCATION COURSE
PERMANENT TOPICS COURSE

Supplements (see pg. 4):

1. **Complete Syllabus**
2. **Library Impact Statement**
3. **Updated Curriculum Sheet or Academic Map**
4. **If applicable, Online Supplement Form** (for online courses)
5. **If applicable, General Education Supplement and Student Learning Outcome templates** (for General Education courses)

Faculty Member Responsible for Course

Name _____ Department _____
Title _____ E-mail _____

Course Information

Course code _____ Course number _____ *Check e-Campus for availability of number*

400-level course for graduate credit? Yes No

Cross-listed course? Yes No

If yes, list department(s) _____ *Attach letter(s) of agreement from other department(s).*

Online course? Yes No *Attach Online supplement*

General Education Course? Yes No *Attach General Education supplement*

Course Title (for e-Campus & Catalog) (50 character maximum, including spaces)

Abbreviated Course Title (for e-Campus) (29 character maximum, including spaces)

Course Credits

<u>Method of instruction</u> (check all that apply)	# Credits
Lecture	
Laboratory	
Recitation	
Studio	
Seminar	
Practicum	
Independent Study	
Workshop	
Online	
Total # of Credits	

Basis for Credit U Manual: 8.31.10

The basis of a credit shall normally be three hours work:

1 credit for each lecture or recitation and two hours of preparation,

1 credit for each two-hour laboratory and one hour of preparation,

1 credit for each three-hour laboratory with no outside preparation.

Type of Course:

Regular Open-ended (Topics)* Temporary**

****Use this form to establish the course code & number of the Topics “shell.” Then submit subtitle and description for each topic to Enrollment Services using this [form](#). Approval by the Department Chair and College Dean are required. Topics may be offered only 3 times.***

*****Temporary courses may be offered a maximum 2 times within 2 years of approval.***

e-Campus & Catalog Description (30 word maximum)

e-Campus & Catalog Prerequisite(s)

Is concurrent enrollment required in another course? Yes No

If yes, please explain.

Scheduling Information

When will this course be offered (check all that apply)?

Fall Spring Summer Winter J-Term

This proposal is *intended* to go into effect in which semester/academic year? _____

Grading Method

Letter grades S/U Letter grades & S/U

Maximum class size _____

Rationale

Explain the purpose and objectives of the course. Is this course an elective, degree requirement, General Education course, or other? Be specific. Not all reviewers of this proposal will be familiar with your curriculum.

Staffing

Explain the staffing plans for this course.

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Deleting a Course?

Is this course replacing an existing course? Will a course be eliminated as a consequence of adding this course? List any course deletions. *Submit a separate COURSE CHANGE PROPOSAL FORM to make that change.*

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Does the addition of this course change the pre-requisites for other courses in the major or pre-requisites for another major outside your dept./college? *Submit a separate COURSE CHANGE PROPOSAL FORM to make that change.*

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Impact Statement

The originating department/college is responsible for considering **all potential impacts** of the proposed new course and is responsible for consulting with other departments and colleges about these impacts.

- **What impact does this course have on the academic requirements in your college/department on programs, majors, minors?** *Attach a Curriculum Sheet or Academic Map for the Major with changes indicated in Track Changes*
- **Is this course a major requirement or professional elective? How will this course impact current majors/candidates?** *Attach a Curriculum Sheet or Academic Map for the Major with changes indicated in Track Changes*
- **Is this course similar to or does its content overlap with any course offered by your own or any other department/college?** *If yes, submit supporting documentation that there is no conflict.*

Please address these questions and others that apply. *Submit supplementary documents if necessary.*

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Supplements:

1. Syllabus

Submit a detailed syllabus including course description, course goals, student learning outcomes, required reading, supplemental texts, grading and course policies, and a complete course schedule.

Refer to the following resources for guidance:

[Syllabus Development](#)

[Syllabi for ONLINE courses](#)

2. **[Library Impact Statement](#)**: Submit a Library Impact Statement from the appropriate subject librarian.

3. **Updated Curriculum Sheet or Academic Map with changes indicated in Track Changes**

4. **[Online Supplement Form](#)** (for [online course](#))

5. **[General Education Supplement](#) and Student Learning Outcome templates** (one for each assessed outcome) **and Grand Challenge template, if applicable** (for new General Education course)

Electronic Submission Information

- Electronic signatures are **required**.
- Save proposal form with signatures as an electronic .pdf.
- Label Form and all documents with **COURSE CODE** and **COURSE NUMBER**

Example: **APG_201_Course Proposal**

APG_201_Syllabus

APG_201_Library Impact Statement

- Submit all documents and attachments to your department chair & college curriculum committee chair or representative for approval

REQUIRED SIGNATURES

*Signatures of approval verify that the information provided is **factually accurate** and that all possible curricular impacts both within and outside of the originating department have been considered.*

Errors will delay advancement to the appropriate review committee.

Department Chair	Date
College Curriculum Committee Chair	Date
Dean	Date
Curricular Affairs Committee Report No.	Date
Graduate Council Report No.	Date
General Education Committee Report No.	Date
Faculty Senate Bill No.	Date
Processed in e-Campus	Date
e-Campus Effective Date	Date

The Faculty Senate Office accepts **ONLY electronic proposals with digital signatures**. Please do not submit scanned copies.