New Course Proposal Form

Faculty Member Originator

Department/School

Check one:

☐ New COURSE

☐ New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below.

Required Information (will not display but will be indicated by a * or something similar)

Course Code   Course Number

Course Title

Prerequisite/Co-requisite or enter *None*

General Course Description (include any Pass/Not Pass grading restrictions, +/- grading policy, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Credit Hours   Lecture Contact Hours   Lab Contact Hours

Periodicity. Check all that apply.

☐ Fall   ☐ Fall (even-numbered years <u>only</u>)   ☐ Fall (odd-numbered years <u>only</u>)

☐ Spring   ☐ Spring (even-numbered years <u>only</u>)   ☐ Spring (odd-numbered years <u>only</u>)

☐ Summer   ☐ On Demand <u>only</u>

System-Generated Complete Catalog Description (based on information entered above): will not say this on the form but simply generate the correctly formatted Catalog Description

Purpose of Course

Relationship to Other Departments

Methods of Learning Assessment

If there is a graduate/undergraduate parallel course to this one?   Yes   No

If yes, how do these classes differ?

New Course Resource Information

Anticipated Average Enrollment per section   Maximum Enrollment Limit per section
Anticipated Average Enrollment per semester   Maximum Enrollment Limit per semester
Anticipated Average Enrollment per year   Maximum Enrollment Limit per year

Faculty Load Assignment (equated hours)

Is another course being deleted? If no, enter *No*. If yes, enter course number and title.

What will this course require in the way of:

    Additional library Holdings

Additional computer resources

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

Additional faculty--general vs specialized

Additional faculty—regular vs per-course

Other additional expenses

If additional faculty are not required, how will faculty be made available to teach this course?

List names of current faculty qualified and available to teach this course

What is the anticipated source of students for this course?

       If from within the department, will students be taking this course in addition to or in place of other courses?

       If from outside the department, which courses in other departments would most likely be affected?)

Other comments: