

## COURSE PROPOSAL GUIDELINES

- A. **COURSE PROPOSAL FORM PURPOSE:** Use this form for establishing a new course OR changing the credit hours of an existing course. If a curriculum proposal includes such a course, this form must be attached to the Curriculum Proposal Form prior to submission.
- B. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost Office/ Associate Provost of Academic Affairs by the Dean or Chair or designee on behalf of the department.
- C. **LETTERS OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS:** Letters or emails of support must be included for any new or revised course that impacts another college, department, or program.
- D. **SUBMISSION DEADLINE:** Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year*. Proposals received after the deadline may not be acted upon in time for implementation the next academic year.
- E. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month.
- F. **2<sup>nd</sup> TUESDAY OF THE MONTH.** Proposals submitted to the Provost's Office/ on or before the second Tuesday of the month will be on that month's agenda.

## Course Proposal

Prepare course proposal in accordance with the guidelines below and the format shown on the following pages.

**COURSE PROPOSAL NUMBER:**

**REVISION** (label Revision #1, #2, etc.):

### SECTION 1: PROPOSAL INFORMATION

|                 |  |
|-----------------|--|
| Name:           |  |
| Title:          |  |
| E-mail Address: |  |
| Phone Number:   |  |

|                                |  |
|--------------------------------|--|
| College:                       |  |
| Department:                    |  |
| Program Level:                 |  |
| Date Originally Submitted:     |  |
| Implementation Date Requested: |  |

### APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental support of this course proposal. Letters or emails of support must be included for any new or revised course that impacts another college, department, or program.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

| College | Dean's Signature |
|---------|------------------|
|         |                  |
|         |                  |
|         |                  |
|         |                  |

**ADDITIONAL COMMENTS:**

## Course Proposal

### SECTION 2: COURSE CATALOG INFORMATION

|                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. <b>Course Subject Prefix and number (e.g., ENGL 1101):</b> Course number/prefix combinations may be used only once, and <u>may not be recycled</u> ; please check with the Registrar's Office to get a list of available, valid course numbers. |  |
| 2. <b>Course Title:</b> The title of the course as it will appear in the course catalog.                                                                                                                                                           |  |
| 3. <b>Number of Credit Hours:</b> Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here.                                                                         |  |
| 4. <b>Repeatability (number of repeat credit hours):</b> Students can repeat the course for credit.                                                                                                                                                |  |
| 5. <b>Course Prerequisites:</b> Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).                                                                                    |  |
| 6. <b>Course Co-requisites:</b> Include subject prefix and course number.                                                                                                                                                                          |  |
| 7. <b>Course Cross-listings</b> (e.g., PSYC 2230 and SOCY 2230)                                                                                                                                                                                    |  |
| 8. <b>Course Restrictions</b> (e.g., Seniors only)                                                                                                                                                                                                 |  |
| 9. <b>Grade Type:</b> Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG).                                                                                                            |  |
| 10. <b>Requirements:</b> Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s).                                                |  |
| 11. <b>Course Terms:</b> In what semester(s) will the course be offered? (e.g., Fall only, Summer)                                                                                                                                                 |  |
| 12. <b>Writing Intensive:</b> Does this course fulfill the Writing Intensive major requirement?                                                                                                                                                    |  |
| 13. <b>Core Curriculum:</b> Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.                   |  |

### SECTION 3: CURRICULUM-BASED RATIONALE

Provide a brief rationale for developing or revising the course credit hours. Explain how the course fits within the program, and indicate whether it fulfills a required or elective role.

### SECTION 4: COURSE SYLLABUS

**Attach the course syllabus or at minimum the following course components:**

**Catalog Course Description:** Include a course catalog description written in complete sentences that will be published in the university catalog. The word length for a catalog description should be less than 80 words. Do not include any prerequisites, corequisites or any other restrictions in the description.

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with "Upon successful completion of this course, students should be able to..."

**Assessment:** Describe generally how students' achievement of the course learning outcomes will be assessed.

**Course Outline:** Attach a course content outline consisting of at least two levels.