**New Course Proposal**

**Submit completed form electronically**

1. **Course prefix and course number:**

1. **Course title:**
2. **Abbreviated title for class schedule** (30 characters or less):
3. **Credit hours:**

*(note: if credits are variable, list range of credits (e.g. 1-8 credits)*

1. **Catalog description:**
2. **Prerequisites (*to add each additional prerequisite, start a new line*):**

**(***See attached Note for samples***)**

**A. (course prefix, (space) and number)**       or       or       or       or

**B. (course prefix, (space) and number)**       or       or       or       or

**C**. **(course prefix, (space) and number)**       or       or       or       or

1. **Co-requisites (including labs, if any):**

**A. (course prefix, (space) and number)**       or       or       or       or

1. **Major/Class restrictions: Please indicate any class or major restrictions:**
2. **Repeatable: If course is repeatable list maximum credits:**
3. **Labs requirements: If course includes a lab: # of hours lecture:**       **; # of hours lab:**
4. **Fees: List any course fees:**
5. **Grade Mode: Graded only:** **Pass/No Pass only:** **Option:**
6. **CIP Code: Six-digit CIP code** (check with your dean):
7. **Special qualifications; Is course proposed for (yes/no):**

A. University Studies?       If yes, list Strand(s)

B. Honors?

C. Community-Based Learning?

1. **Cross-listing: List any cross-listing:**       and       and       and       and
2. **Strategic justification for proposed course:**
3. **Rationale**: What is the overall strategic rationale for offering this course?
4. **Alignment**:

1. How does this course align with the unit’s mission plan?

2. How does the course fit into the rest of the unit’s curriculum?

1. **Enrollment**: What is the new course’s estimated enrollment each time it is offered over a three-year period? Year 1     ; Year 2     ; Year 3
2. **Resource evaluation:** What resources – faculty, equipment, lab space, etc. -- will be needed to offer this course and how will those resources be obtained?

1. *Faculty*:

* 1. Who will teach the course?
  2. Evaluate unit’s faculty availability and/or needs and the impact on other teaching obligations.
  3. If additional faculty members are needed, how will that need be met?

2. *Facilities*: Cite any additional need for classrooms, equipment or lab space; explain how that need(s) will be met.

3. *Other*:

a. Are Hannon Library resources sufficient to meet the needs of this course?

b. Are any other resources needed to support this course?

If so, please explain how they will be obtained.

E. **External impact**:

1. What is the expected effect of this course on existing programs elsewhere in the university?

**NOTE:**  Please document your contact with other departments which may be affected by this new course and the response you received.

2. Will any of your prerequisites affect other departments/programs?

**NOTE:** Please document your contact with other departments/programs which may be affected by this new course and the response you received.

**17. Syllabus (condensed)**

*(Attach an accompanying, condensed syllabus, which should include the following items. Schedules and similar details are* ***not*** *required.)*

1. Course description (same as Catalog description, above)
2. Learning objectives of the course
3. Required texts
4. Course format
5. Other – any other relevant materials needed to explain the goals and teaching methods of this course.

Approvals:

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Signature of chair/director date

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Signature of dean date

*5/13/10*