

COURSE PROPOSAL FORM

(For proposals entailing Catalog changes, please see attached instructions.)

New Course		Applies to Distribution		Applies to Major	
Change in Course		Applies to Elective Credit		Applies to Minor	
Course Deletion		Credit Hours for Course		May be taken P/F	

1. Department (primary) _____

Requested course level?	100		200		300		400	
Specific number requested, if any?								

2. Catalog title _____

3. Catalog description (Include statement of contact hours per week in class, studio, and lab.)

4. Prerequisites or corequisites _____

5. Special requests.

6. If the course applies to distribution, indicate sequence. Indicate any details concerning application to majors, minors, or concentrations.

7. Begin offering (Year and semester) _____

Sequencing of offering	Every semester	Annually Fall	Annually Spring	Biennially Fall	Biennially Spring
<i>Check one</i>					

8. Cross listing requested, if any _____

9. Instructor(s) _____

10. Attach to this form additional information to permit a thorough review of the proposal at the Division, Curriculum Committee, and Faculty levels. This should include:
- A course outline, sample reading list, and other detailed description of the content and pedagogy.
 - An explanation of how this course or change is related to the department and college curriculum and of how students, both majors and non-majors, will benefit from it.
 - An explanation of the adjustments in staffing that will be made (if other courses are to be dropped, requests to make those changes should accompany this proposal).
 - An explanation of the considerations governing scheduling.
 - Evaluation of current and projected resources of library holdings, equipment, supplies, etc., needed to mount the course successfully.

11.	Signature of submitting Department Chair		Date	
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12.	Division Approval Signature of Division Chair		Date	
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13.	Curriculum Committee approval Signature of Chair		Date	
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14.	Date of Faculty approval			
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INSTRUCTIONS

1. Department

Unit in which the sole or principal listing of this course will appear.

Course level

The 100-level is for introductory courses, especially those populated significantly by first-year students and having no prerequisites. The 200 level is for courses beyond the introductory level for students of any level or major; the course may have prerequisites. The 300 level is for courses primarily for majors, usually with prerequisites. The 400 level is for courses for advanced majors or concentrators or those with equivalent backgrounds. The Registrar will specify the course number, but the proposal should specify the level.

2. Catalog title

This should be short and informative. The transcript has room for 30 characters for the course title. It is usually an abbreviation of the catalog title.

3. Catalog description

This should be terse and informative to students and advisors. Five lines of printing (about 50 words) is the maximum, which includes the statements of prerequisites.

4. Prerequisites

Please list specific prerequisites. Do not use "permission of instructor" alone if there is something that will be looked for. If that is the case, use (e.g.) "Egyptology 111, or permission of instructor."

5. Special requests

Any peculiarities not covered above should be noted here and explained in the accompanying statement. For example: (a) A student may repeat a course and receive credit more than once if the course (e.g. seminar or research) has substantially variable content and has been approved for such repetition; (b) Maximum enrollments to be requested should be specified if the instructor plans to request a maximum of less than 30 students; (3) The course may require unusual scheduling, physical location, etc.

7. Course scheduling

This should be coordinated with other obligations of the staff, including obligations to interdepartmental courses and general education offerings. The scheduling of related courses in other departments should also be considered.

8. Cross-listings

Requests should be accompanied by a statement explaining why the course forms an integral part of the curriculum of the other department(s). Note that cross-listing is not necessary for a course to count for a major in another department; the department must specifically allow it to count toward its major, if it does, whether cross-listed or not.