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| **New Course Proposal**  New course proposals at the undergraduate level must be approved by the Department Curriculum Committee, Department Chair, College Curriculum Committee, and College Dean before being presented to the Undergraduate Curriculum and Catalog Review Committee. Proposals for new courses intended for inclusion in the Core Curriculum must also be approved by the General Education Curriculum Advisory Committee before being presented to the Undergraduate Curriculum and Catalog Review Committee.  Courses recommended by the Undergraduate Curriculum and Catalog Review Committee to the Vice President for Academic Affairs must be approved before they can be scheduled. |
| **I.** **Catalog Entry** |
| a. Department Prefix (three or four capital letters) |
| b. Course Number (three numbers) |
| c. Course Title |
| d. Prerequisites |
| e. Credit Hours |
| f. Brief Description |
| **II.** **Detailed Description of Course** |
| a. Content |
| b. Detailed Description of Conduct of Course |
| c. Student Goals and Objectives of the Course |
| d. Assessment Measures |
| e. Other Course Information |
| **III. Background and Justification** |
| a. Need for the Course |
| b. Students for Whom Course is Offered |
| c. Anticipated Enrollment |
| d. Frequency of Course Offerings |
| e. Level and Prerequisites |
| **IV.** **Rationale for Resources Required** |
| a. Faculty Resources |
| b. Effect on Existing Curricula |
| c. Facilities, Equipment and Supplies |
| d. Library Resources   1. Describe the adequacy of materials available to support this course. 2. List in priority order the additional materials to be purchased.   Attach additional sheets as needed.  Prepared by:  Signature of Faculty Member:                                        Signature of Librarian assigned  to requesting department:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| e. Computer Resources |
| f. Other Anticipated Resources |
| \* Approval of new courses only.  Resources required for new courses must be approved through the college resource allocation process. |