



**COURSE PROPOSAL FORM**

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

Please check all that apply:

New Course	<input type="checkbox"/>	Course Deletion	<input type="checkbox"/>
Change in Course	<input type="checkbox"/>	Credit Hours for Course	<input type="checkbox"/>
Counts as W2	<input type="checkbox"/>	Counts as W3	<input type="checkbox"/>

1.

Department (primary)								
Requested course level?	100	<input type="checkbox"/>	200	<input type="checkbox"/>	300	<input type="checkbox"/>	400	<input type="checkbox"/>
Specific number requested, if any?								

2.

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

4.

Prerequisites or co-requisites	
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5. Special requests.

6. a) Distribution

Applies to Quantitative Distribution	<input type="checkbox"/>	Applies to Social Sciences Distribution	<input type="checkbox"/>
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Applies to Humanities Distribution	<input type="checkbox"/>	Applies to Natural Sciences Distribution	<input type="checkbox"/>
Applies to Fine Arts Distribution	<input type="checkbox"/>	Applies to Foreign Language Distribution	<input type="checkbox"/>

b) If the course applies to distribution, indicate sequence

7. If the course contributes to a major/minor, indicate details of its application.

8. Cross listing requested, if any. (If crosslisting, obtain approval from other department chair and division.)

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9.

Begin offering (Year and semester)									
Sequencing of offering	Every semester	Annually		Biennially		Every 3 <sup>rd</sup> Year		Every 4 <sup>th</sup> Year	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
<i>Check one</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.

Instructor(s)	
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11. 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. A sample syllabus; sample reading list or other detailed description of the content and pedagogy.
- b. 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.
- c. If the course is intended to count for the W2 or W3 Writing Program requirement, and explanation of the revision and feedback (W2), or writing assignments and experiences that emphasize elements of writing within the discipline (W3).
- d. 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.)
- e. An explanation of the considerations governing scheduling.
- f. Evaluation of current and projected resources of library holdings, classroom facilities, equipment, supplies, etc., needed to mount the course successfully.

## SIGNATURE PAGE

(Applicable signatures 12-17 must be completed prior to submission to the Curriculum Committee.)

12.

Signature of submitting Department Chair		Date	
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13.

Approval for Quantitative Skills requirement or the Language requirement (only if applicable)			
Signature of Math or World Languages and Cultures Department Chair(s)		Date	

14.

Division Approval Signature of Division Chair		Date	
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15. (When applicable)

Crosslist Department Chair Approval Signature of Crosslist Chair		Date	
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16. (When applicable)

Crosslist Division Approval Signature of Crosslist Division		Date	
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17.

W2/W3 Approval Signature of Director of Writing		Date	
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18.

Curriculum Committee Approval Signature of Committee Chair		Date	
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19.

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 29 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.
6. **Distribution requirements:** During the course proposal process, each division approves courses to count for its divisional requirements. In addition, the Chair of the Department of Mathematics and Computer Science approves courses for the Quantitative Skills requirement, and the Chair of the Department of World Languages and Cultures approves courses for the Foreign Language requirement. Faculty are encouraged to consult with the appropriate department chair early in the course approval process to promote successful review of a course proposal for these requirements.

Courses approved for the Quantitative Skills or the Foreign Language requirements will also require the approval of the division of their home department.

Courses approved to fulfill the W2 or W3 Writing Program requirement will require the approval of the Director of Writing. Faculty are encouraged to consult with the Director of Writing early in the course approval process to promote successful review. Note: W2 course enrollments are capped at 20. Lab sections that are paired with a larger lecture section may count as W2 if the writing instruction takes place in the lab section.

The Curriculum Committee reviews all approvals for distribution and serves as the appellate body in the event of an appeal.

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), including approval from the chair of the other department and other division. 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.