

## COURSE PROPOSAL FORM

Please complete all items. The Curriculum Committee and Registrar's Office greatly appreciate a computer-generated or typewritten form. Use additional pages where necessary.

1. DEPARTMENT \_\_\_\_\_ 2. INSTRUCTOR \_\_\_\_\_

3. COURSE TITLE \_\_\_\_\_  
(If title exceeds 32 characters, please indicate preferred abbreviation for student transcripts)

4. CATALOG DESCRIPTION

(The catalog description should indicate the subject matter of the course, as well as the approaches used and/or theoretical point of view, if appropriate. The description should aid students and advisors in course selection. It should be worded in a way consistent with other course descriptions from this program/department, should be written in the present tense, and should not exceed 100 words.)

5. EXTENDED COURSE DESCRIPTION (use separate page)

Please provide an extended description of the course that will help the Curriculum Committee understand its scope, aims, and goals. Attach a preliminary syllabus or topic outline.

6. REQUESTED COURSE LEVEL \_\_\_\_\_ SPECIFIC NUMBER REQUEST, IF ANY: \_\_\_\_\_

7. PREREQUISITES (include specific courses, class standing, and/or permission of instructor, if applicable, and rationale)

8. CREDIT: 1 credit \_\_\_\_\_ .5 credit \_\_\_\_\_

9. Grading: regular A-F \_\_\_\_\_ S/U \_\_\_\_\_ (PLEASE PROVIDE RATIONALE)

10. THIS COURSE WILL BE OFFERED:

Term (F, W, or SP) \_\_\_\_\_

Every year: \_\_\_\_\_

Alternate years: \_\_\_\_\_

Full or half-term? \_\_\_\_\_

11. CROSS-LISTING REQUESTED, IF ANY:

Cross-listed department(s)/program(s) \_\_\_\_\_

Signature of chair(s) of cross-listed department(s)/program(s) \_\_\_\_\_

12. IF CROSS-LISTED, HOW DOES THIS COURSE MEET THE STANDARDS OR HOW DOES IT REFLECT THE CHARACTER OF COURSES IN THE CROSS-LISTED DEPARTMENT/PROGRAM?

13. WHAT LIBRARY RESOURCES ARE NEEDED TO SUPPORT THIS COURSE? WHAT OTHER SPECIAL NEEDS WILL BE REQUIRED?

If you wish this course to be designated for certain general education requirements, additional steps are necessary. For **FOUNDATION** designation, you must submit your course to the appropriate area council for its endorsement and recommendation to the Curriculum Committee. For **DIVERSITY (DV)** designation, you must submit your course proposal to the Campus Diversity Committee for its endorsement and recommendation to the Curriculum Committee. For **QUANTITATIVE LITERACY** designation (QL) the course should be submitted to the Mathematics Department for its endorsement and recommendation to the Curriculum Committee. For **SPEAKING** or **WRITING INTENSIVE** designation, you must complete the appropriate proposal form to submit to the Curriculum Committee.

---

FOR THE DEPARTMENT CHAIR

On a separate page, please provide information on the following:

- (a) How does this course fit into the program(s) where it will be listed? How does this course relate to or affect the department/program and college curriculum? How does it fit into the requirements of the program(s) of which it is part? How is it related to courses on similar topics in other departments?
- (b) What adjustments in department/program offerings may be necessary to accommodate this new course?
- (c) What adjustments in staffing may be necessary to accommodate this new course?
- (d) How many FP's does the department currently offer? What will be the impact of this course on department contribution to FP and other general education classes?

Department approval (signature of chair) \_\_\_\_\_

---

FOR CURRICULUM COMMITTEE ACTION

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Date \_\_\_\_\_

Signature of Curriculum Committee Chair \_\_\_\_\_