

Changes are Requested to go into Effect Catalog Year _____

***Please note proposals/changes need to be approved by April 1st of each year to ensure that they make it into the upcoming catalog**

Purpose:

To add a new course to a department/program’s current offerings.

Instructions:

- Complete the entire form below. One form must be filled for each course that is being added.
- If the course addition affects a major/minor/concentration/degree checklist(s), please submit a “Major/Minor/Concentration Change” form or a “Degree Change” form and the checklist(s) with edits clearly marked.
- If the course addition affects another department, the proposer should contact the chair of that department and attach email correspondence to show communication and collaboration.
- If the course added is part of a proposed new minor or major, please submit a “New Minor Application” form or a “New Major Application” form.
- If unsure about the depth of detail required in this form, especially for Section B, contact the Chair of the Curriculum Committee prior to filling this form.
- If more room is needed, please add an addendum and clearly identify which item is continued.

Date: _____

Submitted by: _____

Department: _____

Department Chair Signature (e-signature is acceptable): _____

Have you spoken with your entire department before submitting this proposal to ensure you are on the same page?

Check one: YES NO

A. Please fill out the following information for the proposed addition.

Course Prefix (e.g., BIOL, SOAN)	
Semester Credit Hours	
Long Title for Catalog	
Short Title for Transcripts (30 character limit)	
Pre-requisites	
Co-requisites	

Instructional Method Code May select more than one. If you do, please add what percent the class is to total 100%	DS = Directed Studies ___ % HON = Honors Course ___ % LAB = Lab ___ % MUS = Music Studio Lesson ___ % SEM = Seminar ___ % STDA = Study Abroad ___ % UNRE = Undergraduate Research ___ % FLDWK = Fieldwork ___ % IN = Internship ___ % LEC = Lecture ___ % PR = Practicum ___ % ST = Special Topics ___ % STU = Studio ___ % OL = Online ___ %
Semester Rotation Sequence Code	FA = Fall FSP = Fall and Spring SP = Spring SU = Summer FS = Fall and Summer FSS = Fall, Spring, and Summer SS = Spring and Summer WI = Winter
Yearly Rotation Sequence Code	ALT = Offered every other year E3YR = Offered every three years OCC = Offered occasionally ROT = Offered in a different but systematic rotation YR= Offered every year
Schedule Type Code (leave blank if not sure)	AM = usually offered in the morning PM = usually offered in the afternoon EVE = usually offered in the evening
Catalog Course Description (2-3 sentences maximum; use third person)	
Requested UG Course Number (see course coding policy in catalog)	
Requested GR Course Number	

B. Please explain the rationale behind adding this course and how the addition of this course impacts current staffing models and course sequencing in your department/program. If the proposed course is a required course for a major or minor, provide information about 2- to 4-year course rotations (use separate sheet if necessary) and who will be teaching the courses affected. The description of the staffing impact should be proportionate to the proposed changes. Simply stating that the proposed new course will have no impact on staffing is not sufficient.

C. Will this addition impact course sequencing for majors/minors in your department?

Check one: YES NO

If YES, please provide a completed "Major/Minor/Concentration Change" form.

D. Should this course be included on a list of approved courses for an interdisciplinary minor?

Check one: YES NO

If YES, attach email approval from the Director of affected minor to indicate approval.

E. List all instructors who are qualified to teach the course (not only those most likely to teach the course).

Name	Does instructor hold a terminal degree in this field or has the instructor completed at least 18 graduate credit hours in this field (field defined by course prefix)?	If no, please provide a brief summary of the instructor's qualifications.
	YES NO	

F. This form must be submitted to the Curriculum Committee. Signatures below are required for approval.

E-signatures are acceptable

Chair of the Curriculum Committee, Signed

Provost and Dean of the College, Signed

Registrar, Signed

Date