COURSE PROPOSAL FORM: ADDITION OF A COURSE TO THE CATALOG

Instructions:
1. Complete Parts I and II. Refer to the Course Proposal Form Checklist for guidelines.
2. ATTACH A SYLLABUS. Be sure to include course objectives, a grading policy and a statement on academic integrity in the syllabus.
3. Obtain required approvals for Part III.
4. Submit completed form and syllabus to the Faculty Senate Curriculum Committee.

Part I: Proposed Course

Department: ____________________________  Date: ___/___/________

Subj. Code & Course No. Proposed by Department: ____________________________

Subj. Code & Course No. Assigned by Registrar: ____________________________

Transcript Title:

[Blank space for transcript title]

Full Title: ____________________________________________________________

Part II: Course Information

1. a. Course Description (75 words maximum). Include type of course, prerequisites and/or restrictions.

b. Term(s) offered:

c. Credit hours:

2. a. Course will be prerequisite for:

b. Course will be corequisite for:
3. Why is this course needed? How does it fit into broader programs of the department, the school, or the Institute as a whole? Who will teach the course?

4. What are the course objectives? Attach a syllabus.

5. Extent of duplication of proposed course with existing courses, both within your school and other schools:

6. Required teaching materials:

7. Resource Impact Statement. In this section please address curriculum, facilities and personnel issues. For example, will this course require multimedia facilities, an increase in number of classes, laboratory sections or assistants, a special type of classroom design or support personnel?

Part III: Required Approvals

<p>| Department Head: | Date: ___ / ___ / ______ |
| Chair of School Curriculum Committee: | Date: ___ / ___ / ______ |
| Dean of School (or designee): | Date: ___ / ___ / ______ |</p>
<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>_________</td>
<td>____ / ____ / ________</td>
</tr>
</tbody>
</table>

Comments: