
NEW COURSE PROPOSAL

PROCEDURE: Please attach the course syllabus and submit the completed form to the Provost's Office, no later than the deadline issued by the Registrar and Provost each year for course catalog and schedule materials. (Generally, new courses should be prepared and proposed in early spring so that the course catalog for the academic year will be as complete as possible.) The Provost's Office will notify the Registrar and Dean of action on the proposal.

DATE _____ SCHOOL _____ COURSE CATALOG YEAR _____
SEMESTER I () II ()

PROPOSED TITLE OF COURSE _____

INSTRUCTOR(S) _____ COURSE NUMBER _____ SECTION(S) _____

PREREQUISITE(S) _____

CRITICAL STUDIES NUMBER (if applicable) _____

COURSE CREDIT PROPOSED _____ ENROLLMENT LIMIT _____

When assigning unit values to courses, please consider that each undergraduate unit should average 3 hours/week of work (including class time and homework); each graduate unit should average 4 hours/week of work. For example, an undergraduate student enrolled in a 3-unit course should be expected to commit 9 hours/week of work (including class time and homework).

DESCRIPTION OF COURSE (suitable for publishing in the catalog; attach additional sheets, if necessary)

LEARNING GOALS / ANTICIPATED LEARNING OUTCOMES (Briefly describe what you expect the student to learn —technically and/or conceptually — by the end of the class.)

* _____
* _____
* _____
* _____

OVER =>

PLEASE PROVIDE THE FOLLOWIING INFORMATION:

1. Course is proposed as (a) One-time offering only ____
(b) Regular continuing course: each semester ____ once a year ____

2. Please describe expected outside preparation (e.g. specific reading/writing/research assignments, creative preparation, projects, etc.)

3. In consultation with the Registrar, course credit is based on (*see formula located in page one text box*)

____ hours of class time ____ hours of homework

4. Does the course replace another current course? ____ If so, which? _____

5. Is the course to be required of students in your School? ____ Identify group _____

6. Will the course require funding for materials and/or equipment? _____

If so, specify type & amount _____

Will the course have special space requirements? If so, specify _____

7. Additional comments to support the course proposal for approval _____

8. Is the course to be offered for Critical Studies credit? _____

If so, what kind of Critical Studies credit? _____

Approval of Dean of Critical Studies (if applicable) _____

(C.S. Dean's Signature)

PROPOSED BY _____ RECOMMENDED BY _____
Instructor(s) Dean

ACTION BY PROVOST _____