## NEW COURSE PROPOSAL FORM

|  |  |
| --- | --- |
| ACADEMIC AREA: | SELECT YOUR ACADEMIC AREA |
| PROGRAM:  | SELECT YOUR PROGRAM |
| PROPOSEd by: | click here to tYPE IN NAME OF FACULTY MEMBER SUBMITTING PROPOSAL |
| PRESENTER: | click here to tYPE IN NAME OF FACULTY MEMBER presenTING PROPOSAL |
| SUBMISSION DATE: | CLICK HERE TO SELECT THE DATE OF SUBMISSION |
| CURRENT COURSE PREFIX, NUMBER AND TITLE: | CLICK HERE TO ENTER CURRENT COURSE PREFIX, NUMBER AND TITLE |

### SECTION I

|  |  |
| --- | --- |
| COURSE INFORMATION: | TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM: |
| Department | Click here to enter the department |
| COURSE PREREQUISITE(S): | LIST ALL PREREQUISITES IN SEQUENTIAL ORDER and include the mimimum grade for each |
| DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM? | SELECT ANSWER |
| MINIMUM GRADE OF prereqUISITE(s): | select minimum grade required |
| COURSE COREQUISITE(S): | LIST ALL COREQUISITES IN SEQUENTIAL ORDER |
| IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE? eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032. | SELECT ANSWER |
| COURSE CREDITS OR CLOCK HOURS: | Click here to ENTER NUMBER OF CREDITS OR CLOCK HOURS |
| credit type: | SELECT A CREDIT TYPE |
| CONTACT HOURS: | Click here to enter CONTACT HOURS |
| COURSE DESCRIPTION: |
| Type your course description as you would like it to appear in the catalog and syllabus. |
| GENERAL TOPIC OUTLINE: |  |
| Click here to enter topic outline. Feel free to use bullets to format the outline. |

**LEARNING OUTCOMES:**

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### SECTION II (Must complete each item below)

|  |  |
| --- | --- |
| ICS CODE FOR THIS COURSE:  | SELECT THE APPROPRIATE ICS CODE |
| IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):  | Click here to enter text |
| GRADE MODE: | SELECT GRADE MODE |
| IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?  | SELECT ANSWER |
| IS THIS A GENERAL EDUCATION COURSE?  | SELECT ANSWER |
| IS THIS A WRITING INTENSIVE COURSE?  | SELECT ANSWER |
| iS THIS AN HONORS COURSE? | SELECT ANSWER |
| IS THIS A REPEATABLE\* COURSE? (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)\*not the same as Multiple Attempts or Grade Forgiveness  | SELECT ANSWER |
| IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na”.  | TYPE NUMBER HERE |
| DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS (experimental)? | SELECT ANSWER |
| WILL this course HAVE AN IMPACT ON OTHER COURSES, PROGRAMS, DEPARTMENTS, or budgets?  | SELECT ANSWER |
| IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS): | Click here to enter text |
| IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS, PROGRAMS, or other institutions) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?  | Click here to enter text |

### sECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

Click here to enter text

**nOTE:** Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

SELECT EFFECTIVE TERM

TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**DEAN ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**DEANS’ COUNCIL Review – verified by:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE:** select meeting date

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents