

Curriculum Committee New Course Proposal Form

Name _____ Date _____

Department _____

Proposed Course Title and Number _____

(Please contact the Registrar for course number information.)

Please indicate when the course will be offered. _____

Has this course been offered previously as a Special Topics course or under a different title? If so, please indicate the number, title, when it was taught, and enrollment.

Does this course satisfy a major or minor requirement? _____

Requests for distribution (AR, HU, SC, SL) and Human Difference and Global Engagement (DE) designations require separate forms, available on CC's website. Please indicate which designations you intend to apply for:

Distribution designation (indicate which, or leave blank if none) _____

DE designation (yes/no) _____

Catalog Description (Please indicate whether the course has prerequisites.)

Will the course create additional staffing needs? Please explain.

Signatures:

Submitted by _____ Date _____

Department Chair _____ Date _____

Please attach the following to the proposal form:

1. A syllabus or tentative course outline with learning goals and a proposed reading list.

(All syllabi should include learning goals.)

2. A rationale for the course. (Please include an explanation as to how the new course will fit current departmental offerings or other academic programs as well as information regarding projected enrollment.)