New Course Proposal

Department:

College:

1. Course Identification information:

   a. _____ _____ ____
   Subject Area Number Suffix

   b._____
   Course title (Note: Honors courses require "Honors" in title)

   c. Units _____
   d. Semester Offered _____
   e. Prerequisite(s), co-requisite(s) required:
   f. Required in the following program(s):
   g. Listed elective in the following program(s):

2. Course Objectives:

3. Expected enrollment:
   a. Majors
   b. Minors
   c. Other

4. Does the proposed course enhance or support the Diversity Action Plan (see definition and Task 3.1)? If yes, please explain how?

5. Explain how the department plans to meet the space, equipment, supplies, and staff needs:

   a. Equipment (List new equipment needed, and amount and source of funds.)

   b. Supplies (List new supplies needed, and amount and source of funds.)

   c. Staff (List faculty member(s) who initially will teach course, and explain how the time needed to teach this course will be made available. Be specific.)

   d. Library (List new information resources required for initiation and conduct of the course; estimate the costs involved.)

6. Justify the need for the course as a part of the curriculum plans of the department or university. Need should be based on:

a. Whether course is needed by students to attain specific curricular goals (brief description).

b. Degree to which course is to be a required or listed as an elective for any program.

7. List all courses that already cover any significant part of the planned subject matter of this course either within the department or from other departments. Explain why duplication of subject matter in significant amounts, if any, is necessary. Include approval statements from areas of duplication.

8. Attach course syllabus or outline.

9. Signatures

Required:

_____	_____
Faculty member initiating course	Date
_____	_____
Chair, Department Curriculum Committee	Date
_____	_____
Department Chair	Date
_____	_____
Chair, College Curriculum Committee	Date
_____	_____
College Dean	Date

If applicable:

_____	_____
Director, Honors Program	Date
_____	_____
Chair, Department Graduate Committee	Date
_____	_____
Dean, Graduate Studies	Date