New Course Request

Complete the appropriate sections of the form based on your specific request(s), and email it to chair of the Curriculum Committee for consideration. Cells will expand as you type. If the Curriculum Committee supports the request, it will then be presented to the full faculty for approval. The deadline for submitting New Course Request forms or Change in Course Request forms for the spring semester is October 1 and for the summer and fall semesters is March 1.

**Department or Program:**

**Course Number** (please consult with Registrar about course number):

**Title:**

**Catalog Description** (limit to no more than 40 words):

**Credit hours:**

**Prerequisite(s):**

**Corequisite(s):**

Is this a new topic for an existing course?  

- Yes  
- No

If so, what is the general course title:

**Who will teach this course?**

Will any additional resources be required in the following areas?  

- Budget:
- Library:
- Computing:

Will any course be dropped from the current department offerings?

How often will it be taught?  **Click to see choices**

If this is a one-semester course only, which semester will it be offered?

**Semester/Year Effective:**  **Click to see choices**

Can this course be used to satisfy a specific or distributional standard?  

- YES  
- NO

If so, which one(s)?

**Student Learning Objectives** (see examples on the Faculty Services intranet site):

**Does this class meet three hours but carry four academic credit hours?**  

- YES  
- NO

If so, how will the fourth credit hour be earned?

Please provide an expanded course description of up to 150 words, which should include specific topics to be discussed and possible readings, a rationale for the new course and how it fits with the department’s goals and future directions, and how the new course will affect requirements for the major, the minor, or any interdisciplinary majors.

Have the chairs of other departments offering similar courses been consulted, and if so, which?

If this course should be cross-listed, please indicate the other department(s) and course number(s) and ask those departments to submit the New Course Request form to the Curriculum Committee.

**Department Chair or Program Director Approval:**  

**Typing your name will substitute for signature**

**Date:**