

NEW COURSE PROPOSAL FORM

Course Title					
Requested Course Number					
Number of Credit Hours	Quarter in which course will be offered: <i>(select all that apply)</i>			Frequency of course offering:	
	Summer	Fall	Spring	quarterly (not including summer)	
	Winter			annually	
				biannually	
				other <i>(describe)</i>	
Expected instructor(s):					
Course support <i>(list the name of the administrative support staff member for each type of support required)</i>					
Room Reservations			Sakai		
Ed Comm			Other <i>(describe)</i>		
Pre-requisite(s):			Required?		Recommended?
Will the instructor be able to waive the prerequisite?			Yes		No
Target Students: <i>(e.g. first year students in Program X)</i>			Expected enrollment numbers in each occasion the course is offered:		
Course description including anticipated topics:					
Course format: <i>(select all that apply)</i>				Course Grading	
Lectures by faculty		Student presentation	Laboratory	Letter grade	
Other <i>(describe)</i>				P/NP	
Learning Objectives / Competencies acquired at end of course:			Are learning objectives attached?		Yes No
Assessment techniques: <i>(select all that apply)</i>					
quizzes	mid-term exam	final exam	class participation	written work	presentations
other <i>(describe)</i>					
Anticipated impact on other courses or programs <i>(select one)</i>					
None					
Replaces course <i>(specify)</i>					
Overlap with courses in other program(s) <i>(specify)</i>					

School Approval Date: _____

Signature: _____
School Associate Dean