**NEW COURSE PROPOSAL FORM** (*Revised* ***Spring 2020****)*

*Note: This form is for New Courses Only.*

*If you are requesting GenEd credit for an existing course, please do not use this “New Course Proposal Form.” Please use the “General Education Designation Change for Existing Course Form” instead.*

*Please check one:*

The proposed course is a(n):

Undergraduate Course \_\_\_\_\_\_\_\_\_ Graduate Course \_\_\_\_\_\_\_\_\_

**I. General Course information**

|  |  |  |  |
| --- | --- | --- | --- |
| Course prefix and number: |  | Semester & year first offered: |  |
| Title of Course: |  | Prerequisites: |  |
| Proposer(s): |  | Cross-listings: |  |
| Course instructor: |  | Grading: (Regular or P/NC) |  |
| Credit hours: |  | Available off-campus? (Y or N) |  |

**II. Requested General Education Curriculum designations**

*(If applicable. Please skip to “Specific Course Information” (Question V) if you are not requesting GenEd credit.)*

Please indicate (by marking with an “X”) the General Education Designation(s) proposed for the course.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arts (A) |  | Foreign Language (F) |  | Writing (W) |  |
| Humanities (H) |  | Gender (G) |  | Quantitative Reasoning (Q) |  |
| Natural Sciences (N) |  | Race & Ethnicity (D) |  | Oral Communication (O) |  |
| Social Sciences (S) |  | Civic Engagement (C) |  | Research (R) |  |
| International (I) |  | Physical Fitness and Health (P) |  | Major Project (M) |  |
| *Notes:*   * *Courses in the General Education core areas (A, H, N, S, I, or F) may also carry a single skills designation*   *(Q, W, O or R) and/or Gender (G) or Race and Ethnicity designation (D).*   * *A course may not carry both G and D credit.* * *A course may not carry both D and I credit.* * *No course may carry more than three designations.* | | | | | |
| **III. Rationale for Requested General Education designation:** | | | | | |
|  | | | | | |
| **IV. Has this course already been approved by the EPC of your College? \_\_\_yes \_\_\_no**  **If yes, when was it approved? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)**  Please indicate if the approval is in process. If possible, new course proposals should be sent  to the EPC of your college first, but they may be submitted to your College EPC and the GEAPC  at the same time. | | | | | |
|  | | | | | |

**Specific Course Information**

|  |
| --- |
| 1. **Who is teaching this course, and what are their qualifications?** |
|  |
| 1. **Rationale for adding this course to the curriculum:** |
|  |
| 1. **Catalog description of course**: |
|  |
| 1. **How does this course impact course offerings within the discipline?** |
|  |
| 1. **Does this course overlap with other disciplines? \_\_\_Yes \_\_\_No** Please consider this question carefully. Looking through the Academic Catalog can be helpful. **If yes**, explain the overlap, please consult with colleagues in other disciplines who teach courses with similar content, and obtain their signatures. *(If no, no additional signatures are required.)* |
|  |
| 1. **Are there costs to adding this course? *(library, technology, speaker fees, etc.)* \_\_\_ Yes \_\_\_\_No If yes, explain.** |
|  |

1. **Approvals:**

Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Program Director (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures of all Full-Time Department members (**On-campus and Online/Distance Faculty).

(Please **type** the names of all full-time members in your department, in addition to acquiring their signatures**.**

E-signatures are acceptable**)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

***If applicable*: Signatures of faculty in other departments who teach similar course material:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

***(Please see “Instructions for submitting materials” on next page.)***

**Instructions for submitting materials**:

* If you are requesting GenEd credit for an existing course, please do not use this “New Course Proposal Form.” Please use the “General Education Designation Change for Existing Course Form” instead.
* When developing a new course, faculty should consult with colleagues in their departments and the Dean of their college. Faculty are also strongly encouraged to consult with the Chair of the EPC in their college and the Chair of the GEAPC during the course proposal development process.
* All new course proposals must be submitted to the Chair of the EPC of your College.
* New courses that are requesting **General Education Credit** must ALSO be submitted to the Chair of the GEAPC. (The GEAPC evaluates proposals for General Education Credit. Therefore, new courses requesting General Education Credit must be submitted to both the GEAPC and the EPC of your College.)
* **Please submit the following in a single file (Word or PDF) to the Chair of the EPC of your college and/or the Chair of the GEAPC, at least 48 hours prior to the committee meeting.** 
  1. This **proposal form** that includes clear rationale for the course and clear rationale for the requested GenEd credit. This proposal form must include signatures (along with typed names of each signature) for ALL full-time members of your department, along with signatures of any other faculty affected by the course.
  2. A detailed **syllabus** that clearly demonstrates (through readings, assignments, feedback opportunities and other activities) how the content is developed throughout the course.
* Although many courses submitted for General Education credit are still under development, faculty should endeavor to provide a large sample of likely readings and carefully describe how the course addresses the desired Gen Ed credit. This needs to be clear in both the proposal form and the syllabus.
* Faculty requesting a “skills” designation should provide details on how the skill is built and how feedback is provided at multiple points in the semester (and not solely demonstrated in a final project). This needs to be clear in both the proposal form and the syllabus.

c. The two-year cycle of courses (including the proposed course) for the instructor and the department

* Please consult the Revised “General Education Requirements and Guidelines” (revised 2020) for a complete description of the information requested on this form.