NEW COURSE PROPOSAL FORM

(*Revised* ***Fall 2024****)*

*Note: This form is for New Courses Only. If you are requesting General Education* *or Common Curriculum designations 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

# Course information:

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

**Has this course already been approved by the EPC of your College?** [ ]  Yes [ ]  No

If yes, when was it approved? Click or tap here to enter text. (date)

If not, please indicate if the approval is in process. [ ]  Yes [ ]  No

*Note:* When 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.

# Designations:

## Current designations

Are there already General Education designations attached to this course? [ ]  Yes [ ]  No

If yes, which designation(s)? Click or tap here to enter text.

If yes, does the requested General Education designation replace or add to the existing General Education designation? Click or tap here to enter text.

## Requested General Education Curriculum designations (last catalog year 2024-2025)

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.

## Requested Common Curriculum designations

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

|  |  |  |  |
| --- | --- | --- | --- |
| Communities  |  | Discovery |  |
| Composition |  | Environments |  |
| Creativity |  | Identities |  |
| Data and Statistics |  | Narratives |  |
| Decisions |  | Voyages |  |

# Rationale for Requested General Education designation:

Click or tap here to enter text.

# Specific Course Information:

|  |
| --- |
| Who is teaching this course, and what are their qualifications? |
|  |
| Rationale for adding this course to the curriculum:  |
|  |
| Catalog description of course:  |
|  |
| How does this course impact course offerings within the discipline? |
|  |
| 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.)* |
|  |
| Are there costs to adding this course? *(library, technology, speaker fees, etc.)* [ ]  Yes [ ]  No If yes, explain. |
|  |

# Approval:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Proposer:  |  | Date: |  |
| Signature of Program Director (if applicable):  |  | Date: |  |
| Signature of Dean:  |  | Date: |  |

## Signatures of all Full-Time Department members and affected Faculty

Include on-campus and online/distance faculty.Please typethe names of all full-time members in your department, in addition to acquiring their signatures**.** E-signatures are acceptable**.**

|  |  |
| --- | --- |
| **Typed Name of Full-time Department members** | **Signature** |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |

***If applicable*:** Please typethe names of all faculty in other departments who teach similar course material, in addition to acquiring their signatures**.** E-signatures are acceptable**.**

|  |  |
| --- | --- |
| **Typed Name of faculty in other departments** | **Signature** |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |

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

**Instructions for submitting materials**:

* If you are requesting General Education or Common Curriculum designationsfor 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 request General Education or Common Curriculum designationsmust ALSO be submitted to the Chair of the GEAPC. (The GEAPC evaluates proposals for General Education and Common Curriculum designations. 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, Google document, or PDF) to the Chair of the EPC of your college and/or the Chair of the GEAPC:**
	1. This **proposal** **form** with a clear rationale for the course and a clear rationale for the requested General Education or Common Curriculum designations.This form must include signatures (along with typed names for 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 or Common Curriculum designations are still under development, faculty should endeavor to provide a large sample of likely readings and carefully describe how the course addresses the desired General Education or Common Curriculum designations. 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.