

New Course Proposal Form

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

Graduate Program Director

Signature, Graduate Program Director

Date of Action **Action Taken**
 Approved
 Disapproved
 Non-Applicable

Department: _____

Degree Program: _____

Signature, Department Head

Date of Action **Action Taken**
 Approved
 Disapproved
 Non-Applicable

School/College: _____

Signature, Dean of School/College originating proposal

Date of Action **Action Taken**
 Approved
 Disapproved
 Non-Applicable

Graduate Dean

Signature, Dean School of Graduate Studies

Date of Action **Action Taken**
 Approved
 Disapproved
 Non-Applicable

Graduate Council

Signature, Dean School of Graduate Studies

Date of Action **Action Taken**
 Approved
 Disapproved
 Non-Applicable

A: Catalog Information

1. Subject prefix, number, and hours (SCH and contact) distribution: (Number subject to Registrar's approval.)

2. Title:

3. Restrictions (if any):

- a. Prerequisite(s)
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc.
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: Explain!
- f. Grade mode [normal or pass/fail]
- g. What course(s) are deleted as a consequence

4. Course description for catalog:

5. Semester of Implementation:

B. Justification.

1. Where will the course fit in the curriculum and what students are likely to take it?
2. Why is the course needed at CSU?
3. What similar courses (models) at other institutions have helped guide this proposal?
4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)
5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

C. Course Content

1. What learning outcomes for the major will the course address?
2. Tentative course materials (textbooks, software, etc.)
3. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)
4. Attach a tentative course outline (one page or less)

D. Faculty, Facilities and Expenses

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?
2. What impact will having faculty teach this course have on other courses?
3. What proportion of course sections are expected to be taught by full-time and part-time faculty?
4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)
5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.
6. What additional library resources must be added to support the proposed course?
7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

Part E. Enrollment

1. What is the estimated number of sections per year?
2. What is the estimated average enrollment per section?
3. What is the estimated total enrollment per year
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any)