**Example New Course Proposal Template**

**Course Title**: Title as it will appear in the course catalog (e.g. Chemistry of Everything)

**Course Number**: 3-letter Subject Code + Course Number (e.g. CHE 1XX)

**Credit Hours:** Number of credit hours (e.g. 3 SH OR 3 credit hours)

**Prerequisite(s)**: Place all prerequisites here. If course satisfies the CE and/or W3 competency, you must include the following statement: “Must have also satisfied the prerequisites for CE and/or W3.”

**Rationale**:

The rationale should clearly articulate WHY your department is proposing this course. This should provide the various committees within the governance process insight into how this course will benefit your program, other programs, the University, and so on.

**Course Description**:

The course description should be a concise statement of what will be covered in this course. Please use complete sentences when drafting this description because this is what will appear in the course catalog. You should include the prerequisite statement at the end of the description so that the prerequisites for this course are clearly stated within the course catalog. Also, state the frequency of the course offering.

**Course Objectives**:

This course will:(using bullets, list what the course will set out to provide to the students; the items listed below are just examples)

* Provide students with an understanding of…
* Provide an introduction to…
* Provide a discussion of…
* Provide the utilization of technologies (list them) so that…

**Learning Outcomes**:

After successful completion of this course, a student should be able to: (using bullets, list what the students should know/be able to do once they complete this course)

**Assessment**:

Provide a concise description of what will be used to assess the student’s knowledge within the course. (e.g. Students will be assessed using a variety of standard tools that may include, but are not limited to, quizzes, written examinations, out of class assignments, papers, and oral examinations). If this course is part of the departmental or University curricular assessment provide a separate description of this assessment.

**Resources**:

Clearly state if new library resources, staff, faculty lines, and etc. are needed if this course is approved. If no new resources are needed, then simply state: “Current faculty members, staff, library holdings, and facilities are sufficient to teach this course. Therefore, no additional resources are required to teach this course.” New course proposals MUST also include a **3-year course rotation** that shows coverage of ALL current departmental course offerings that are found within the course catalogue.

**Course Outline**:

Must be a general outline of the topics that will be covered within this course. It MUST also be two-levels; see below:

1. Topic #1 (**Level one; required**)
2. Subtopic #1 (**Level two; required**)
3. Item #1 (**Level three; optional**)
4. Item #2 (Optional)
5. Subtopic #2
   1. Item #1 (Optional)
   2. Item #2 (Optional)
6. Topic #2
7. Subtopic #1
   1. Item #1 (Optional)
   2. Item #2 (Optional)
8. Subtopic #2
   1. Item #1 (Optional)
   2. Item #2 (Optional)

**Course Frequency**:

When will the course be offered? (e.g. Every semester OR Every odd/even (choose one) Fall/Spring (choose one) semester beginning in Fall/Spring 20XX).

**Grading**:

State the grading scheme

(e.g. Standard A-F OR Standard Grading OR Standard)

DO NOT include a sample syllabus, textbook information, library holdings to be used in the course, and name of the instructor.