
NEW/REVISED COURSE PROPOSAL FORMAT (Approved by
CAA on 9/30/21 and CGS on 11/16/21, Effective SP 2022)

Banner/Catalog Information (Coversheet)

1. New Course - or - Revision of Existing Course
2. Course Prefix and Number:
3. Short title:
4. Long title:
5. Hours per week: Class Lab Credit
6. Terms: Fall Spring Summer On demand
7. Initial term: Fall Spring Summer Year:
8. Catalog course description:

9. Course attributes:

General education component:

 Cultural diversity Honors Writing centered Writing intensive

 Writing active Department Capstone as Senior Seminar
10. Instructional delivery
Type of Course:

 Lecture Lab Lecture/lab combined Independent study/research

 Internship Performance Practicum/clinical Other (Specify):

Mode(s) of Delivery:

 Face to Face Online Synchronous Online Asynchronous Study Abroad

 Hybrid (Specify approximate amount of on-line and face-to-face instruction):
11. Course(s) to be deleted from the catalog once this course is approved:

12. Equivalent course(s):

a. Are students allowed to take equivalent course(s) for credit? Yes No

13. Prerequisite(s):

a. Can prerequisite(s) be taken concurrently? Yes No

b. Minimum grade required for the prerequisite course(s)?

c. Use Banner coding to enforce prerequisite course(s)? Yes No

d. Who may waive prerequisite(s)?

No One Chair Instructor Advisor Other (Specify):

14. Co-requisite(s):

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course:

b. Degrees, colleges, majors, levels, classes which may not take the course:

16. Repeat status: May not be repeated May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor:

18. Grading methods: Standard CR/NC Audit ABC/NC

19. Special grading provisions:

Grade for course will not count in a student's grade point average.

Grade for course will not count in hours toward graduation.

Grade for course will be removed from GPA if student already has credit for or is registered in:

Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in:

20. Additional costs to students:

Supplemental materials or software:

Course Fee No Yes (Explain):

21. Community college transfer:

A community college course may be judged equivalent.

A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part 1)

1. Course is required for the major(s) of:

Course is required for the minor(s) of:

Course is required for the certificate program(s) of:

Course is used as an elective

2. Rationale for proposal:

3. Justifications for (answer N/A if not applicable)

Similarity to other courses:

Prerequisites:

Co-requisites:

Enrollment restrictions:

Writing active, intensive, centered:

4. General education assurances (answer N/A if not applicable)

General education component:

Curriculum:

Instruction:

Assessment:

5. Online/hybrid delivery justification and assurances (answer N/A if not applicable)

Online or hybrid delivery justification:

Instruction:

Integrity:

Interaction:

Model Syllabus (Part II)

Please include the following Information:

1. Course number and title:

2. Catalog description:

3. Learning objectives:

4. Course materials:

5. Weekly outline of content:

6. Assignments and evaluation, including weights for final course grade:

7. Grading scale:

Date approved by the department or school:

Date approved by the college curriculum committee:

Date approved by the Honors Council (if this is an honors course):

Date approved by CAA: CGS: