

14.5 New Course Proposal

(tab and click after each item to complete)

Proposal# _____

(To be assigned by ACPR.)

Graduate level courses (all 600, 700 and 500-level courses) must be approved by the Department before being submitted to the Graduate Academic Course and Program Review Committee (ACPR). The committee must recommend the course to the Provost for approval before it can be scheduled.

✓ as Applicable and Attach to Cover Sheet

For New Course Proposal, attach completed New Course Proposal Form and;

Include the Library Assessment Sheet with signatures as required (see section 4d)

1. Catalog Entry

Department Prefix: _____ (three or four capital letters)

Course Number: _____ (three or four capital letters)

Course Title: _____

Prerequisite: _____

Credit Hours: _____

Brief Description of Course: _____

2. Detailed Description of Course

a. Content: _____

b. Detailed Description of Conduct of Course: _____

c. Goals and Objectives of this Course: _____

d. Assessment Measures: _____

e. Other Course Information: _____

3. Background and Justification

a. Need for the Course: _____

b. Classes of Students for Whom Offered: _____

c. Anticipated Enrollment: _____

d. Frequency of Course Offerings: _____

e. Level and Prerequisites: _____

4. Resources Required

a. Faculty Resources: _____

b. Effect on Existing Curricula: _____

c. Facilities, Equipment and Supplies: _____

d. Effect on Existing Curricula: _____

e. Library Resources (Be sure to include completed **Assessment of Library Resources Form** as part of this proposal; for exceptions, see instructions.): _____

f. Computer Resources: _____

g. Other Anticipated Resources: _____