New Course Proposal

Department:

College:

1. Course Identification information:
   a. ____________________ ______________  __________
      Subject Area       Number       Suffix
   b. ___________________________________________________
      Course title (Note: Honors courses require "Honors" in title)
   c. Units ___________
   d. Semester Offered __________
   e. Prerequisite(s), co-requisite(s) required:
   f. Required in the following program(s):
   g. Listed elective in the following program(s):

2. Course Learning Objectives:

3. Expected enrollment:
   a. Majors
   b. Minors
   c. Other

4. Explain how the department plans to meet the space, equipment, supplies, and staff needs:
   a. Equipment (List new equipment needed, and amount and source of funds.)
   b. Supplies (List new supplies needed, and amount and source of funds.)
   c. Staff (List faculty member(s) who initially will teach course, and explain how the time
      needed to teach this course will be made available. Be specific.)
   d. Library (List new information resources required for initiation and conduct of the
      course; estimate the costs involved.)

5. Justify the need for the course as a part of the curriculum plans of the department or
   university. Need should be based on:
   a. Whether course is needed by students to attain specific curricular goals (brief
      description).
b. Degree to which course is to be a required or listed as an elective for any program.

6. List all courses that already cover any significant part of the planned subject matter of this course either within the department or from other departments. Explain why duplication of subject matter in significant amounts, if any, is necessary. Include approval statements from areas of duplication.

7. Attach course syllabus or outline.

8. Signatures

**Required:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty member initiating course</td>
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<tr>
<td>Chair, Department Curriculum Committee</td>
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<tr>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Chair, College Curriculum Committee</td>
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<tr>
<td>College Dean</td>
<td></td>
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</tbody>
</table>

If applicable:

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<td>Director, Honors Program</td>
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<tr>
<td>Chair, Department Graduate Committee</td>
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<td>Dean, Graduate Studies</td>
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