



New Course Proposal Form (Revised 4.19.17)

Date:

Course letter and number: Course

title: Instructor or TBA:

Rationale for adding this course to the curriculum. Please include an explanation of the Core Competencies this course addresses. If this course is to be offered on-line or as a hybrid, please include rationale for that format.

Course description for the catalog. Briefly indicate course objectives.

Prerequisites:

To be offered (semester, year, or summer school only):

Course replaces or alternates with:

Net addition to the curriculum? Yes/No

Semester credit hours:

Contact hours per week (indicate lab hours or, if a hybrid or online course, in-person vs online hours): Suggested class size:

Designed for BA (give title); and/or AA/AS (give title); and/or general elective

Additional resources needed (audiovisual, library resources, computer resources, room

specifications): Please attach syllabus that addresses the following:

- 1) topics covered
- 2) papers, tests, examinations, projects
- 3) suggested texts, materials, software
- 4) if the course is to be hybrid or online, please give clear indication when students will be in-class or online Consultation with (name, title, date and any relevant comments):



All new course proposals must be submitted for approval to Academic Program faculty within the discipline, and the Curriculum Committee. When there is no academic program for the proposed course, then the proposal should go to the Faculty Chair for approval and then to the Curriculum Committee.

In order to promote and encourage a dynamic and innovative curriculum, a course may be taught once with Curriculum Committee approval only. For permanent addition to the curriculum, send New Course Proposal Form, along with reflection by the instructor commenting on his/her perception of the class the first time it was taught (Faculty Minutes 2.20.98) to the Curriculum Committee for approval. Once approved, Curriculum Committee brings the course to the full faculty for a vote (Approved Faculty Meeting, May 2014).

Approvals

Date of Curriculum Committee approval:

Date of Faculty approval:



Pine Manor
College