New Course/Course Changes Proposal Form

**Please indicate course information that is changing by placing an X in the appropriate box below. A justification must be provided for each change.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| X | New Course |  | Program |  | Course Number/Level |  | Credit Hours |
|  | Title |  | Special Topics |  | Description |  | Prerequisite |
|  | Class Hours |  | Additional Information |  | Knowledge Area |  | Skills |

**PROGRAM**: **COURSE NUMBER:**  **HOURS OF CREDIT:**

**COURSE TITLE**:

**INSTRUCTOR**:

**DESCRIPTION (as it would appear in** **catalog; 140 words maximum; type in the box below [8 lines maximum], which is set for** Times, 12 font**; do not include prerequisites and additional information) Please keep in mind that this description will appear in the *Catalog* and should be suitable for publication. The Curriculum Committee recommends complete sentences and proper grammar.**

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|  |

**PREREQUISITES OR** **COREQUISITES:**

**HOURS OF LECTURE, DISCUSSION, LAB, FIELDWORK, STUDIO/WEEK**:

**TERM OFFERED (3- or 12-week):**

**ONE-TIME ONLY COURSE? (Yes/No. If NO, include staffing details below):**

**ADDITIONAL INFORMATION, AS APPLICABLE (alternate years, pass/no credit exclusion)**:

**JUSTIFICATION FOR COURSE (Why is it needed? In what way will it improve the academic program? What will it offer students that they can’t obtain otherwise?):**

**RELEVANCE TO PROGRAM GOALS** **(How does this course help achieve the goals of your program? What assessment results does this change address?):**

**STAFFING** **(Will you be dropping a course? If not, explain how the course will be staffed. If it is to be offered alternate years, include the alternate course cycle.**

**CONSULTATION WITH YOUR DIVISION and with OTHER PROGRAMS (Have you shared this proposal with your division? What other programs require this course for the major? Whom, from the other program, have you consulted regarding this proposal?):**

**CHANGE IN MAJOR OR MINOR REQUIREMENTS (How will the addition of the new course and dropping of an existing course change major or minor requirements?):**

**Proposals are to be submitted by email attachment to both the Curriculum Committee Chair and Cyndi Fein (cfein@sbc.edu). A proposal not submitted by the division head requires an email from the division head stating that the proposal has division approval. Signed paper copies are not needed.**