

New Course Approval

To: The CAPP

From: _____ Date: _____

Proposed Number and Title: _____

Title for Transcript (30 characters max.): _____

Instructor: _____

Credit:___ Cross-List Dept.:_____ Cross-List Dept Signature _____

Timing: Every Year/Other Year/Third Year Meetings/hours per week:_____

Check all appropriate areas: Lecture____ Lab ____ Conference ____ Lab Lecture ____
Studio _____

Is this course repeatable for additional credit? Yes__ No__ If so, how many times?_____

Status of Course (Check one):

- 1) One time offering, to be taught by visiting faculty member
- 2) Permanent offering, to replace _____
- 3) New addition to the total offerings listed in the Catalog*
- 4) Restoration of a course that was dropped from the catalog
- 5) Revision of an approved course

*If #3 is checked, what is the justification for increasing net offerings, and how will this affect faculty load?

Prerequisites, if any:

This course meets the following requirements:

Group (list all appropriate): _____ exceptions:

Divisional: _____ exceptions:

Departmental: _____ exceptions:

Date of approval by: Date Initials Date Initials

Department _____ Division _____

CAPP _____ Faculty _____

Please indicate consideration of the relationship between expected workload and the proposed credit value (required for both Divisional and CAPP review).

Explain how the new course fits in the educational program of the department, the division, and the College as a whole.

Are current Library holdings adequate for the course? Yes / No

If not, can you estimate the approximate cost of acquiring the materials needed? (While this is not a matter of educational policy, it is a matter of considerable importance in making the final decision as to whether this proposed course can be offered.)

Notes

- 1) A copy of this form must be returned to the Office of the Registrar in order to have a course number assigned, and to have the course listed in the Catalog.
- 2) Please attach a course description to this form.