

New Course Approval

New Offering:
Revision:

To: 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):

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

*If this option 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:

	<u>Date</u>	<u>Initials</u>		<u>Date</u>	<u>Initials</u>
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.