**New Course Proposal Form**

**Please review the NEW COURSE PROPOSAL INSTRUCTIONS before completing this form.**

Instructor:

Department or program:

Department chair or program director:

Proposed Course Number:

Course Title:

Date:

*For submission instructions, see the end of this form.*

**COURSE CATALOG DESCRIPTION AND TECHNICAL INFORMATION**

1. Provide a short description of the course that is appropriate for the academic catalogue.

2. What are the prerequisites for this course, if any? If any of these can be taken as co-requisites, note that here.

3. What are the co-requisites for this course, if any?

4. Can this course be repeated by a student with credit being earned for each occurrence?

* If yes, how many times (2, 4, unlimited, etc…)?
* If yes, please explain and justify why

5. How will this course be graded?

Letter grades \_\_\_\_

Pass/Fail \_\_\_\_

6. List any University designations (FYI, PLS, D&I, PoP) that this course should have, and explain the rationale for each, specifically how students in the course will accomplish the designation’s goals.

*For descriptions of all of our course categories (FYI, PLS, D&I, PoP, and Capstone), consult the Academic Catalog* [*here*](http://catalog.clarku.edu/content.php?catoid=25&navoid=2092)*. Note that these designations must be approved by UAB. (See details in the INSTRUCTIONS form.)*

7. Is this an online course?

8. Approximately how often will this course be offered (each semester, annually, or bi-annually)?

9. How may course units will this course be worth? (Typical courses are worth 1 unit. If variable, please list the range, for example 0.25–1.)

**OTHER TECHNICAL INFORMATION FOR THE UNIVERSITY**

1. Please specify if this is a standard lecture or seminar course. If neither, please explain the format (for example studio, lab, etc.)

*[N.B.: This information will be used to determine if this course should be included the University-Wide Teaching Evaluation (UWTE) system. By default, directed studies, laboratory and discussion sections and honors courses are excluded from evaluations. If this course should be excluded from receiving course evaluations, please provide an explanation below. The registrar may contact the requestor for additional clarification to ensure proper coding and compliance with UWTE.]*

2. Does this course include research involving human subjects?

*[N.B.: If yes, the researcher is obliged to report the research and fill out a form on the rights of human subjects in order to comply with federal regulations. This form will be reviewed by the* [*Human Subjects / Institutional Review Board*](http://www.clarku.edu/offices/research/compliance/humsubj/index.cfm)*. Consult link for additional information.]*

**RESOURCE CONSIDERATIONS**

1. Does this course require additional or special resources? If yes, please explain how they will be obtained.

**DEPARTMENTAL CONSIDERATIONS**

1. What is the target enrollment for this course?

2. What student populations is this course designed to serve? (check all that apply)

Undergraduates \_\_\_\_

Majors/Minors \_\_\_\_

Non-majors \_\_\_\_

Graduate students \_\_\_\_

3. Which, if any, courses will this new course replace or cause to be offered less frequently?

4. How does this course fit in with other courses in your department or program? Is it part of a sequence? Is it required for the major, or for a specific track?

**SUPPORT OF DEPARTMENT CHAIR (REQUIRED)**

By signing here, I, the chair of the relevant department, indicate my department's support for the creation of this course and for this faculty member to devote some of his/her teaching effort to its offering. This course is a meaningful addition to my department's course offerings, it will contribute to my department's strategic vision, and adding this course will not put a burden on my department's resources.

[Note that if this new course will be incorporated into the requirements of a major, minor, or concentration (even just as an additional elective option), a separate proposal that briefly describes that change should be submitted to UAB in time for the change to be incorporated into the following year's academic catalogue.]

**Chair Name:**

**Chair Signature:**

**Date:**

**NEXT STEPS**

Clark uses the Acalog system to review completed course proposals and to communicate with faculty/chairs/program directors regarding any questions. Acalog is the online management system for the academic catalog, managed by the Registrar’s office. Each department has an assigned Acalog editor, usually the departmental administrative assistant. This person must enter academic catalog changes to the Acalog system, including requests for new course approval, and send an alert to Dean of the College.

* Email this form to your department Acalog editor, who will upload it into Acalog and send an alert to the Dean of the College.
* It will be reviewed by the Undergraduate Academic Board
* Final approval, or request for additional information, will be communicated by email from [*noreply@acalog.com*](mailto:noreply@acalog.com) to the department Acalog editor.
* The Acalog editor will forward the email to faculty/chairs/program directors as appropriate.