| Date |  |
| --- | --- |

**Undergraduate NEW COURSE PROPOSAL Form**

| Name: |  |
| --- | --- |
| School: |  |
| Email address: |  |

| Prefix, course number, and course name:  |  |
| --- | --- |

 ***Please check with the Registrar’s Office to obtain an appropriate course number***.

Upon receipt of this form UCC assumes that the proposed changes have been discussed and approved by the chair of the relevant school/department.

**A**. Provide a **catalog description** including the following information:

* Course prefix and number (approved by the Registrar)
* Course title (limit of 30 characters)
* Number of credit hours
* Brief description of the course content
* Prerequisites, co-requisites and/or special requirements (permission of instructor, etc.)
* Semester(s) course will be offered

[*Insert catalog text here*]

**B**. Provide a **rationale** for the inclusion of this course in your program, including how it relates to the curricular section of your program’s strategic action plan. If appropriate, discuss how the proposed course addresses results you have obtained from ongoing assessment of your program’s objectives. Include in your rationale any role this course plays in other programs on campus including General Education. (If you intend for this course to count toward the General Education program, please submit the separate UCC form for General Education Attributes.)

 [*Insert reply here*]

**C**. Do you foresee any **overlap in content** with other courses within or outside of your department? If so, describe how this new course might complement these courses.

[*Insert reply here*]

**D**. If an **off-campus experience** is required, please describe below. Include number/frequency of trips, time requirements for students outside of regularly scheduled course times. (Expenses will be covered in item G.)

[*Insert reply here*]

**E**. What grading system will be used? (Standard letter, P/F only, etc)

[*Insert reply here*]

**F**. Is the course repeatable for additional credit? Will this be via subtitles? If repeatable, is there a maximum of times of registration or credit hours allowed?

[*Insert reply here*]

**G**. **Budgetary Issues** - Please discuss any budgetary or staffing implications of the changes. *This section will receive a preliminary review by the* ***Strategic Budget Committee Faculty***. Describe any/all financial implications that result from these changes, including but not limited to:

1. Provide a 3 year fall/spring listing of all sections for this new course (prefix, number and credit hours) anticipated to be taught by faculty in your department. Include any transitions from old courses to new ones, or substitutions that will be allowed.
2. Explain and justify any changes that necessitate overload pay, an adjunct contract or a new faculty member.
3. Describe any/all expenses related to the proposed course in terms of supplies, equipment, annual fees/dues, accreditation costs, travel, software, licenses, printing, modifications to teaching environments/rooms, etc. Separate start-up costs from recurring, annual costs.
4. List and explain any secured donor funds for this course (one time gift, endowed funds, etc.).
5. Describe any potential changes the Department/School will make to offset the financial implications of the new course.

  **This section may not be left blank.**

[*Budgetary discussion here*]

**H**. What is the maximum capacity for the course? Please provide a rationale for the maximum capacity.

[*Insert reply here*]

**I**. Please attach a draft course syllabus including learning outcomes, required readings, major assignments, and calendar.

**J.** When is the intended semester this course will first be offered? (e.g. “Fall 20XX”)

[*Insert reply here*]

**K.** Discuss the proposal with the chair(s) of any department(s) that might be affected by the addition of this course. The originating school/department should attempt to identify and forward Appendix A to interested department(s) that may wish to add this course to the catalog using **Appendix A.** Incomplete forms will be delayed or returned.

**How to Submit:**

By submitting this form, you indicate the support of your School.

Submit this form by email as an editable document to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**

**Appendix A**

Those departments wishing to add the new course to curricular requirements may complete Appendix A, and submit to UCC at the same time. The originating department should attempt to identify and forward Appendix A to interested department(s) for completion.

| Name and title: |   |
| --- | --- |
| School: |  |
| Email address: |  |

**A.** What catalog change/new course/new major prompted this submission?

[*Insert reference to primary proposal here.*]

**B.** Copy the **catalog text** to be changed from the current catalog on the Web and paste below. Reformat the text as follows:

* ~~Strike out~~ text to be deleted.
* Underline new text.

[*Insert catalog text here*]

**C.** Provide a **clean version of the new text** that can be copied and pasted directly into the faculty agenda and the new catalog:

[*Insert catalog text here*]

**D.** Please discuss any for your program, particularly regarding how they align with the curricular section of your program’s Strategic Action Plan.

[*Implications here*]

Submit this form as an editable document together with the original new course form to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**