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| Date: | > |

**New Course Proposal Form**

Undergraduate Curriculum Committee

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| Name and title: | > |
| Department: | > |
| Email address: | > |
| Phone number: | > |

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

* Course prefix and number (approved by the Registrar)

**Example: MTH 222. Calculus I** (3 sem. hrs.). The development of the concepts of limit, continuity and derivatives, and the associated computational techniques. Applications to the study of motion, optimization, and related concepts in other areas of the natural and social sciences are included. Prerequisite: Placement or MTH 121. (Fall, Spring)

* 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 **course rationale**. Why is this new course appropriate at this time? How will it be integrated into your major, track, minor or concentration? Will it satisfy a General Education requirement? Will it be integrated into any other department, if so how?

[*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** - If this course requires additional **financial support** (not covered from regular departmental budget funds) from the Provost (equipment, library support, travel, etc.), provide a list of needs and estimated costs below.

[*Insert reply here*]

H. How many sections of the course will be offered per year? What is the maximum capacity for the course? Please provide a rationale for the maximum capacity.

[*Insert reply here*]

I. Please describe how this course will fit into the **teaching load** of the instructor(s) and the department. Will any course be deleted due to the addition of this new course? Do you anticipate that this course will require additional staffing? If so, will the course be handled by adjuncts, or will it require a new full-time position? Please be as specific as possible.

[*Insert reply here*]

**How to Submit: Email in Word to** [**ucc@heidelberg.edu**](mailto:ucc@heidelberg.edu) or to Graduate Studies Committee Chair.

Please also send a course syllabus providing the following information:

• References to relevant Institutional Goals as found in the Undergraduate Catalog

• Calendar for semester

• Grading and Attendance Policy

• Content

**Important Tips for Getting Your Proposal Approved:**

Obtain an email (or written) statement of support from Department Chair/Director and Dean prior to submitting the proposal to UCC. Discuss the proposal with the chair(s) of any department(s) that might be affected. Those departments wishing to add the new course to curricular requirements may complete Appendix A, and submit to UCC at the same time. An incomplete form will not be accepted for consideration. When financial implications are determined, provide support in an email (or written) from the Provost.

Note: Committee and faculty assembly approvals are not to be construed as budgetary support. The administration will have oversight over budgetary implications.

**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. It is the originating department’s responsibility to forward Appendix A to the impacted department(s) for completion. Once Appendix A is complete, the form must be electronically (consider utilizing Google Docs) given to the originating department who will then co-submit with their proposal.

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| --- | --- |
| Name and title: |  |
| School/Department: |  |
| Email address: |  |
| Phone number: |  |

**A.** 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*]

**B.** 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*]

**C.** Please discuss any budgetary or staffing implications of the changes.

[*Implications here*]