**New Course Proposal**

**Submit completed form electronically**

1. **Course prefix and course number:** Click or tap here to enter text.

1. **Course title:** Click or tap here to enter text.
2. **Abbreviated title for class schedule** (30 characters or less): Click or tap here to enter text.
3. **Credit hours:** Click or tap here to enter text.

*(note: if credits are variable, list range of credits (e.g. 1-8 credits)*

1. **Catalog description:** Click or tap here to enter text.
2. **Prerequisites (*to add each additional prerequisite, start a new line*):**

**A. (course prefix, (space) and number)** Click or tap here to enter text.

**B. (course prefix, (space) and number)** Click or tap here to enter text.

**C**. **(course prefix, (space) and number)** Click or tap here to enter text.

1. **Co-requisites (including labs, if any):**
2. **(course prefix, (space) and number)** Click or tap here to enter text.
3. **Major/Class restrictions: Please indicate any class or major restrictions:** Click or tap here to enter text.
4. **Is course repeatable? Yes** [ ]  **No** [ ]  **If Yes, list maximum credits:**
5. **Labs requirements: If course includes a lab: # of hours lecture:**      **; # of hours lab:**
6. **Fees: List any course fees:** Click or tap here to enter text.
7. **Grade Mode:** (Click here to pick one)
8. **Course Type:** (Click here to pick one)
9. **Banner Schedule Type:** (Click here to pick one.)
10. **CIP Code: Six-digit CIP code** (check with your School Director): Click or tap here to enter text.
11. **Special qualifications; Is course proposed for (yes/no):**

A. University Studies? Yes [ ]  No [ ]  If yes, list Strand(s)

B. Honors? Yes [ ]  No [ ]

1. **Cross-listing: List any cross-listing (and please complete the Cross-list proposal form at https://inside.sou.edu/provost/curriculum.html):**       and       and       and       and
2. **Strategic justification for proposed course:**
3. **Rationale**: What is the overall strategic rationale for offering this course?

Click or tap here to enter text.

1. **Alignment**:

1. How does this course align with the unit’s mission plan?

Click or tap here to enter text.

2. How does the course fit into the rest of the unit’s curriculum?

Click or tap here to enter text.

1. **Enrollment**: What is the new course’s estimated enrollment each time it is offered over a three-year period? Year 1:      ; Year 2:      ; Year 3:
2. **Resource evaluation:** What resources – faculty, equipment, lab space, etc. -- will be needed to offer this course and how will those resources be obtained?

1. *Faculty*:

Who will teach the course? Click or tap here to enter text.

* 1. Evaluate unit’s faculty availability and/or needs and the impact on other teaching obligations.

Click or tap here to enter text.

* 1. If additional faculty members are needed, how will that need be met?

Click or tap here to enter text.

2. *Facilities*: Cite any additional need for classrooms, equipment or lab space; explain how that need(s) will be met. Click or tap here to enter text.

3. *Other*:

a. Are Hannon Library resources sufficient to meet the needs of this course?

Yes [ ]  No [ ]

* 1. Are any other resources needed to support this course?

Click or tap here to enter text.

If so, please explain how they will be obtained.

Click or tap here to enter text.

E. **External impact**:

1. What is the expected effect of this course on existing programs elsewhere in the university? Click or tap here to enter text.

**NOTE:**  Please document your contact with other academic programs which may be affected by this new course and the response you received.

2. Will any of your prerequisites affect other academic programs? Click or tap here to enter text.

**NOTE:** Please document your contact with other academic programs which may be affected by this new course and the response you received.

1. **Syllabus (condensed)**

*(Attach an accompanying, condensed syllabus, which should include the following items. Schedules and similar details are* ***not*** *required.)*

1. Course description (same as Catalog description, above)
2. Learning objectives of the course
3. Required texts
4. Course format
5. Other – any other relevant materials needed to explain the goals and teaching methods of this course.

Approvals:

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 Signature of Division Director Date