

Form A: New Course Approval

Please note that all courses (regardless of unit value) should meet the general expectations of a liberal arts course. In particular, this includes two hours of out-of-class work for the students for every hour spent in the classroom. Academic Affairs is looking for these criteria when evaluating all submitted course proposal materials.

Please complete this form (including signature from Department/Program Chair) and provide it along with responses to the questions below, the course syllabus and any additional documents in **both hard copy and electronic copy** to the Chair of the Academic Affairs Committee. (Deadline can be found on the Faculty Administrative Calendar.)

DEPARTMENT(S)/PROGRAM _____
COURSE NUMBER _____ UNIT VALUE _____
COURSE TITLE _____
INSTRUCTOR _____

Please provide comprehensive responses to the following:

1. Catalogue description. The description should be written in clear, non-technical language so that the content and goals can be readily understood. It should contain the exact wording that will appear in the catalogue.
2. How will this course affect staffing in your department or program? How will it affect the offering of other departmental or program courses? (The Academic Affairs Committee assumes that all new courses will have an effect on departmental staffing and on course offerings.) Specifically, please indicate how frequently the course will be taught and by whom. Will another course (or courses) be taught less frequently as a result?
3. Identify which university and departmental or program learning goals the course addresses. Describe how. We encourage you to list these goals on the syllabus.
4. How will students be evaluated? Please explain if the syllabus does not make this clear.
5. If information about assignments, evaluation, a reading list, and schedule (as appropriate) is not included in the syllabus, please attach it in an additional file or files.

If this course fits any of the criteria below, you must also submit the noted form:

- Is this course intended to fulfill the EL, DIV13, LANG or QLR requirements? **Please provide Form B.**
- Does this course also require designation as a Senior Year Experience? **Please provide Form C.**
- Is this course worth more or less than a full unit? **Please provide Form D.**

Approved:

Department/Program Chair

Date

Academic Affairs Committee Chair

Date

Dean of Academic Affairs

Date

Received: _____
Registrar

Date

(revised 2/2020)