

New Course Proposal Form: Fitchburg State University All University Committee

* Required

1. Course Title *

Brief Synopsis of Proposal *

Summarize the outcome of this proposal, including changes that need to be made by Registrar. (Ex. Creation of BIOL 2XXX Course Title with SI designation)

Banner Abbreviation *

Limit abbreviation title to no more than 30 characters including spaces and punctuation.

2. Course Description as it will appear in the catalog *

Whenever possible this description should be limited to no more than 50 words.

3. Sponsoring Department *

4. Contact Person *

Contact Phone *

Contact Email *

5. Department Approvals

A. Department Curriculum Committee Sign-off (For / Against / Abstain)*

NOTE: All curriculum changes require review by the Department Curriculum Committee and the Department Chair.

Name of Chair, Department Curriculum Committee *

Name of Chair, Department *

B. Will this course be cross-listed with another department? *

If yes, indicate the department and course level

Department Curriculum Committee Sign-off (For / Against / Abstain)

NOTE: All curriculum changes require review by the Department Curriculum Committee and the Department Chair.

Name of Chair, Department Curriculum Committee

Name of Chair, Department

6. Submitted to Appropriate Dean(s) *

Name of Dean(s) *

7. Will this new course impact any other program within the university? *

Impacts on other programs may include, but are not limited to affecting course enrollments of courses offered for other programs, and altering faculty teaching loads for members of other departments/programs.

If Yes, Department(s)

If Yes, attach documentation of consultation with impacted departments.

8. List faculty prepared to teach this course *

9. Department prefix *

(e.g. CHEM)

Course Level (check one) *

Briefly describe the rationale for this choice of Course Level *

Course is: *

Check all that apply and specify below which curricula, if any, will require this course.

If the last option in previous question was selected, specify below which curricula, if any, will require this course

Ex: designated as an American Survey of Literature course

10. Will students be able to receive credit for taking this course multiple times? *

If Yes, how many times may a student take the course and receive separate credit?

11. Requesting General Education Course Designation(s)

A. Is a General Education Course Designation being requested? *

Complete all sections that apply and attach the appropriate form(s)

B. Foundation: Foundations for Lifelong Learning

If requesting, also need to fill out the Foundation Course Designation Form:
<https://forms.gle/LJdYbN828kd6TZnD8>

C. Exploration: Critical and Creative Thinking across the Curriculum

Please choose at most two. A course may receive up to two Exploration designations but can only fulfill one requirement for a student's general education discipline. (If requesting, also need to fill out the Exploration and Integration Course Designation Form: <https://forms.gle/wVZPL7Rif5EXcRKX7>)

D. Integration: Advancing and Applying Liberal Arts and Sciences Learning (AIA)

If requesting, also need to fill out the Exploration and Integration Course Designation Form: <https://forms.gle/wVZPL7Rif5EXcRKX7>

If Yes, indicate whether or not you are also requesting Integrative High Impact Practice

12. Credit hours *

Note 3 hours credit = 135 Carnegie Units; with 9 hours per week for 15 weeks distributed among the categories. (A typical 3 credit course may have 3 hours of lecture and 6 hours of assignments.)

Credit hours categories *

Check all that apply and provide hours per week in each category below.

Hours/week *

Of those categories selected above, note how hours/week will be distributed. A typical 3 credit course may have 3 hours of lecture and 6 hours of assignments.

13. Indicate prerequisites, concurrent, and/or co-requisite course requirements (if any)

Prerequisite courses must be taken prior to the course, Prerequisite/Concurrent courses must be taken before or at the same time as the course, and Co-requisite courses must be taken simultaneously. Provide department and course prefixes as well as the course titles. Titles will not appear in catalog.

14. Course offering schedule:

A. Has the course been offered as a topics course? *

B. Semester and year course will first be offered if approved *

C. Planned frequency of offering *

D. Capacity *

Please provide a rationale for the capacity *

15. Course Justification *

Include uniqueness of course, rationale in terms of student/program needs, objectives of the department and institution, and any other relevant information. In order to ensure optimum resource allocation for the department and institution, describe how this course will impact department and program resources. Impacts may include faculty teaching loads, additional faculty needs, other course offerings that will need to be altered, and how this new course will affect enrollments in existing courses. (If more space is needed, include an attachment below.)

Course Justification Supplement Attachment (if applicable)

16. Syllabus and Requirements *

Attach preliminary syllabus/course outline that includes the following elements (a syllabus guide is available in the Faculty Handbook): Course Information; Course Description; Course Goals and Learning Objectives; Texts and Additional Resources; Requirements for Assessment