

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
UNIVERSITY CURRICULUM COMMITTEE
NEW COURSE PROPOSAL FORM**

Proposal writer:

Department:

Proposed course name:

Proposed course number:

Proposed lecture hours:

Proposed studio/lab hours:

Brief description of proposed course:

PART ONE

Please address the following questions regarding your proposed course.

- 1) Is the course required for a degree program?
- 2) Does it replace an existing course? If so, which one? Why is that course being deleted? If not, what is the justification for adding an additional course to the course offerings in your program?
- 3) If the answer to #1 is yes and #2 is no, explain how the credit requirements for the degree program will be affected. Will the credit requirements increase? How will that be accomplished within the 120 credits required for graduation?
- 4) How often will the course be offered?
- 5) Who will take the course, i.e., is the course intended for majors, non-majors currently taking courses in your department, or non-majors currently taking courses outside your department?
- 6) Will any new faculty be needed to teach the course?
- 7) Do similar courses exist in other departments? If so, which course(s)? Explain how this course does not simply duplicate the course in the other department. Provide justification that this course is needed and does not conflict with offerings in other departments. What resource impact will this have on other departments?

8) What additional costs or resource needs (supplies, equipment, facilities, support personnel, computer software or equipment, library resources) are anticipated over the next calendar year by instituting this course?

9) What courses will be taught as a result of shifting resources to this new course? What will be the expected impact of this course on other courses, sections, or students?

10) Will there be a prerequisite?

11) What methods of instruction and learning will be used?

PART TWO

Below supply a one-paragraph justification explaining why this course is needed in addition to or in place of the current course offerings in your program or area. This justification will be included in the action sheet that is forwarded to the Provost and the Academic Affairs Council should the course be approved by the committee, and will serve to explain why your proposal should be implemented.

PART THREE

Please attach a draft syllabus, minutes from a departmental meeting indicating departmental approval of the course, and a proposed catalog entry for your course, in addition to any other materials you think would be helpful in considering your proposal.