**NEW COURSE PROPOSAL**

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| **PART ONE: FOR THE INSTRUCTOR** |

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| Division: |
| Proposal Submitted by: |
| Course Title: |
| Discipline and suggested course number: |

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| Number of credits proposed |  | Prerequisites: |
| Is there a required lab component? | YES [ ]  NO [ ]  | Number of Lab Credits |  |
| Will this be a repeatable “special topics” course? (Do you want students to be able to take this course more than once, if the topic changes?) | YES [ ]  NO [ ]  |
| Date of first offering of this new course: Semester, Year |
| Frequency of course: | Enrollment cap: |
| Faculty who will likely teach the course: |
| Are any new resources required (document in impact statement) | YES [ ]  NO [ ]  |

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| Catalog Description: |

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| Was this course taught previously as topics or an experimental course? | YES [ ]  NO [ ]  |
| If yes, give Course Number/Title  | Semester Offered | Enrollment |
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| [ ]  | **CHECK HERE** if the proposed course is to be equated with earlier course offerings. (This means that students who took the earlier course will only be able to take this course to improve the grade earned in the first attempt.) |

**REQUIRED ATTACHEMENTS**:

1. Rationale Statement (Why is this course needed? What purpose will it serve? How does it help accomplish the current Strategic Goals of the College? If the enrollment cap is less than **25** students, please provide a rationale.)

2. Impact Statement (Provide details about the Library, space, budget and technology impacts created by adding the new course. Include supporting statements from the Library, Information Technology Service, etc. as needed.)

3. Sample Syllabus, and other supporting course materials if applicable.

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| Submitted by: |  | Date: |  |

 **NEW COURSE PROPOSAL**

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| **PART TWO: FOR THE DEPARTMENT CHAIR** |

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| Does this course address a specific transfer need? Explain. |

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| If this proposed course has ***not*** been previously offered as a topics or experimental course, please provide a rationale for approving the course. (New courses should only be approved without being first offered as an “experimental” 299 course if they can be shown to be substantially equivalent to a standard course that would universally found at most colleges and universities.) |

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| If applicable, please summarize any issues or concerns that were raised during your department’s discussion of this course proposal. |

Please fill out the checklist on the following page identifying the role of this course in satisfying particular core or distribution requirements.

**COURSE CHECKLIST**

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| Does the course get added to the Core Courses List to apply to requirements for the general AA or AS? | YES [ ]  NO [ ]  |
| If yes, it is a Core Course in the area of (Art of Lang/Ideas, Language and History of Fine Arts, Human Experience, etc.) | Choose an item. |
| Can this class be used to satisfy a requirement in the Investigation of the Natural World section for the certificate/degree program or all of the certificate/degree programs? | YES [ ]  NO [ ]  |
| Does the course get added to Core Course to apply to:  |
|  | AS-Behavioral | YES [ ]  NO [ ]  |
|  | AS-Business Administration | YES [ ]  NO [ ]  |
|  | AS-Math/Comp Science | YES [ ]  NO [ ]  |
|  | AS-Physical Science | YES [ ]  NO [ ]  |
|  | AS-Life Science | YES [ ]  NO [ ]  |
|  | AS-Clinical Lab Sciences | YES [ ]  NO [ ]  |

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| Recommended for Approval by: |  | Date: |  |
| CIP Code Added by Director of Academics  | CIP CODE: \_ \_ \_ \_ \_ \_ Signature:  | Date: |  |