

New Course Proposal

Title of Proposal: _____

Sponsoring Department(s): _____

Date of Department Vote and Approval: _____

Signature(s) of Sponsoring Chair(s)/Date: _____

Dean's Preliminary Review:

College: _____ CAS _____ LCHS _____ KSOM

Proposal: _____ Complete
 _____ Satisfies University of Scranton Curricular Requirements
 _____ Consistent with College Goals/Mission

Dean's Recommendation:

Recommend _____ Do Not Recommend _____

Additional comments:

--

Dean's Signature/Date: _____

Additional Signatures (i.e. Department Chairs/Program Directors of Impacted Programs and/or of the Library):

Department/Program	Signature	Date
---------------------------	------------------	-------------

Department/Program	Signature	Date
---------------------------	------------------	-------------

Department/Program	Signature	Date
---------------------------	------------------	-------------

Course Title: _____

** 26-character limit includes spaces, special characters and attributes in parentheses.*

Course Number: _____ **Projected Date of Initial Offering:** _____
Semester Year

Credit Hours: _____ **Format:** _____ lecture _____ lab _____ other:

Frequency: _____ Annual _____ Each semester _____ Other: _____

Characteristics (check all that apply):

Is enrollment restricted to certain student(s)? _____ Yes _____ No

** If yes, please name the group(s) of students and provide a rationale below.*

Are you seeking GE or ICC Attribute(s)? _____ Yes _____ No

** If yes, a separate submission to CCC is required. Please see guidelines.*

Interdisciplinary: _____ Yes _____ No

Team Taught: _____ Yes _____ No

Catalog Description (50 word maximum):

Are there required prerequisites, corequisites, or concurrent courses? _____ Yes _____ No

** If yes, please list and provide the rationale for pre-requisites, corequisites or concurrent courses in the box below.*

Are there similar courses being offered at the University? _____ Yes _____ No

** If yes, please list in the box below and discuss the extent of overlap.*

Are special resources required (i.e. library, materials, facilities)? _____ Yes _____ No

** If yes, please list in the box below.*

** Please note that if library resources are listed, please obtain the signature of the Dean of the Library.*

Required Attachments:

- Syllabus.
- Both a course-based assessment and a course improvement mechanism
 - This must outline how the course as a whole will be evaluated to ensure it meets learning outcome benchmarks (course-based assessment), and how it will be adjusted if certain benchmarks are not met (course improvement).