

Form A: New Course Approval

(one signed hard copy and one electronic copy required)

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

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. Please attach the most current and complete syllabus for this course. 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.

Note: Is this course intended to meet distribution or graduation requirements? If so, **please provide Form B or B13**. Is this course intended to meet criteria for designation as a Senior Year Experience? If so, **please provide Form C**. Is this course more or less than a full unit? If so, **please provide Form D**.

Approved:

Department/Program Chair Date

Academic Affairs Committee Chair Date

Dean of Academic Affairs Date

Received:

Registrar Date

The deadline can be found on the Faculty Administrative Calendar. An electronic copy and signed hard copy, with attachments, should be sent to the Chair of the Academic Affairs Committee.