
Syllabus must accompany proposal

5. Proposed Catalog Description

Addressing the following:

- required limit of 40 words
- style consistent within department/division/program
- prerequisites, co requisites, concurrent enrollment requirements
- frequency of offering
- enrollment restrictions, if any

6. What are the learning outcomes of the course and how will they be assessed?

7. If this course is proposed for general education, how does the course fulfill the goals of general education?

8. Repeatable? Is the course repeatable for multiple credits? No Yes If yes, max # credits _____
Is the course repeatable in the same semester? No Yes

9. Variable Course Topics? No Yes

(Will the course have subtopics with different titles to be listed in the class schedule and on student's transcripts?)

If yes, explain:

10. Replacement/Substitute Course? No Yes

(Will this proposed course be used in place of or as a substitute for an existing course? If yes, which course?)

11. Describe the availability of resources (e.g., Faculty, Staff, Facilities, Equipment, Library). Please attach a resume of the initial instructor, demonstrating qualifications for teaching the course. (see policy 6.8.2,IV)

12. What effect will this course have on other courses, programs, and departments? (see policy 6.8.2,IV)

1. Justification (reference criteria in policy 6.8.2,IV)

2. When would this course be implemented? Semester _____ Year _____

3. Enrollment considerations:

A. Enrollment restrictions (for items indicated, explain in the space below)

class level requirement

majors only

non majors only

not open to students who have completed similar course

similar courses to be blocked: _____

B. Projected enrollment: _____ students per semester/year. (circle one)

4. When will this course be offered? Fall ____ Spring ____ Summer ____ Annually ____ Every other year ____

I. APPROVALS

Initiator Date

JCC Chair Date

JCC Chair Date

ECC Chair Date

JCC Chair Date

Provost	Date
time frame for Provost's signature stipulated in 6.8.2,I, E)	
