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| Course form |

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| --- | --- | --- | --- | --- | --- | --- |
| For:  |  | Course Deletion |  | New Course  |  | Course Alteration |

|  |  |
| --- | --- |
| Name of Program/Department: |  |
| Current Course Number: |  |
| Proposed Course Number:Must see Registrar’s Office to get new number |  |
| Current Title of Course: |  |
| Proposed Title of Course: |  |
| Current Course Credit Hours: |  |
| Proposed Course Credit Hours: |  |

|  |  |
| --- | --- |
|  | **Yes** |

1. Course Number Cleared with Registrar:

\*\*Required if this is a new course or if you are requesting a course number change

The Registrar may change the proposed course number if the number above is already in use. The new course number will be at the same rigor level as the proposed course number.

2. This course fulfills the following: (place an “X” in the appropriate box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Major Requirement1** |  | **Major Elective2** |  | **Liberal Studies** |  | **Elective Hours**  |

1. A program form must be submitted for any course additions to or deletions from the major requirements
2. Please specify the major(s) and elective group(s) in which courses should be added or removed.

This course will fulfill the following Liberal Studies Category:

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|  |

This course will be offered:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Every Semester** |  | **Every Fall** |  | **Every Spring** |  | **On Demand** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Odd Year Fall** |  | **Odd Year Spring** |  | **Even Year Fall** |  | **Even Year Spring** |

3. Briefly summarize the course proposal (***e.g.***, change in course name, credit hours, or content; new course; deletion of course). Please note if the course has previously been taught as an experimental course and how many times.

4. Please list the official (proposed) ***Academic*** ***Catalog*** description of the course, which should note approaches to active learning. Include all requisites and requirements in the course description. If appropriate, check any of the following that apply to this course:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Service Learning** |  | **Writing Intensive** |  | **Quantitative Reasoning** |

**Old Course Description:**

**Proposed Course Description:**

5. Please provide a brief justification for the proposed course and/or course changes (including, when appropriate, pre- or co-requisites and course level, course fees and approval process for them, needs assessment, practices at other institutions, etc.).

6. Please identify the impact the proposed course/changes will have on faculty and on other programs (***e.g.***, faculty load, class sizes, facilities, overlap with other Programs/Departments, impact on Liberal Studies, ***etc.***).

7. Please identify anticipated expenditures the proposed changes will incur (***e.g.***, library, technology, facilities or equipment purchases, ***etc.***).

8. Please include the course syllabus as an attachment to this form. Your course syllabus should match the KWU syllabus template in its basic required elements. Texts, evaluation methods, and schedules should be considered “suggested.”

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|  | **Yes** |

9. Registrar’s office has reviewed your documents to check for catalog errors before submitting the documents to Curriculum Committee.

1. **Attach to this form the following:**
	* **Minutes from both Department and Division meetings (for the departments who are submitting the documents and their Division)**
	* **Make sure you have cross listed department chairs sign/ approve before submitting documents. All other signatures can be acquired at the end of the process.**

**PROPOSAL APPROVED BY:**

|  |  |  |
| --- | --- | --- |
| \* Faculty Sponsor |  | Date |
| \* Department Chair  |  | Date |
| \* Department Chair (for shared courses) Approved Not Approved |  | Date |
| \* Division Chair of sponsoring Department |  | Date |
| \* Division Chair (for shared courses) Approved Not Approved  |  | Date |
| \* Curriculum Chair (signed once approved by CC) |  | Date |
| \* Provost (signed once all other signatures are acquired) |  | Date |