

Springfield College
Course Proposal/Deletion Form
Please fill this form out in italic type or by hand

Faculty Member Presenting Proposal: _____

Contact Information (email and phone): _____

Department: _____ Date: _____

Course Prefix and #: _____ Course Title: _____

Credit Hours: _____

All new course proposals must have a course number approved by the Registrar prior to submission.

Proposal for: New Course Course Modification Special Topics
 Experimental Course Delete Existing Courses

Effective Date for Proposed Course Change (Indicate the academic year/semester for which this proposal is intended):

Will this course change affect an existing or proposed major/minor/concentration/program? If so, a proposal to modify the major/minor/concentration/program should be submitted with these course materials.

Course Modification:

Attach new course syllabus to proposals to:

<input type="checkbox"/> Change Course Content	<input type="checkbox"/> Change Course Level
<input type="checkbox"/> Change Course Description	<input type="checkbox"/> Change Course Credits
<input type="checkbox"/> Change Course Objectives	<input type="checkbox"/> Change Prerequisites

No new course syllabus is required for proposals to:

Change Course Title Change Course Prefix Change in Course Number

Describe Proposed Change: (attach narrative if additional space is required)

If the proposed modification will require additional resources, please complete the final section below; no other sections of this form need to be completed for a proposal to modify an existing course

New Course Proposal: Attach Proposed Course Syllabus (including a bibliography) for All New Courses.

Proposed Course Schedule, i.e. Fall of Even Numbered Years: _____

Course Will Replace Existing Course: no yes (provide course code and # _____)

Course Level: undergraduate graduate

Who Will Take This Course? _____ Proposed Class Size: _____

The proposed class size will be noted in the catalog master file as the default enrollment cap.

Course Pre-requisites/Co-requisites: _____

Pre and co-requisites will be noted in the pre and co-requisite control files and utilized as controls for registration.

New Course Description:

(please use catalog format, i.e. complete sentences, present tense, prerequisites, etc.)

Identify the Key Concepts/Course Content in this course that is not found in other established courses in the curriculum. Will this new course overlap with any other courses offered at the college?

This Course is Proposed to Satisfy:

_____ General Education Program Requirements (attach general education form)

_____ WAC Requirements

_____ Social Justice Requirements

_____ Service Learning Requirements

_____ Program Requirements: (specify program) _____

Please describe how this course will foster the College's Humanics Mission:

Resources Required to Add Course to the College curriculum: (attach details of the support requested in each category) -

Staffing: (Describe who will teach this course and how this will be funded, e.g. "Dr. Smith will teach this as part of his regular load, replacing a course deleted from the curriculum," or "new adjunct/overload funds will be requested to support this course."

Equipment:

Facilities:

Library resources:

ITS support/software:

Proposed Classroom Technology requirements:

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