



# Proposal for a New Course

Catalog Year: 2020-2021

## **\*Review Before Completing This Proposal\***

- 1) This proposal is only for courses that require a course description for the academic catalog. If you are proposing a Selected Topic course (290/390/490/690) or a new topic for a variable topic course (ex: ENGL 200, HNRS 302), you must complete the New Topic Proposal form.
- 2) Proposal must be accompanied by a course syllabus.
- 3) Proposal must be accompanied by any and all program revision forms, as applicable.
- 4) Any incomplete proposals will be returned to the Department Chair and/or Dean.

Department: \_\_\_\_\_

Department Chair or Dean: \_\_\_\_\_

Division (check all that apply):            Day School                            CCPS                            Graduate Studies

Course Prefix & Number: \_\_\_\_\_

*\*If there is not a preference on the course number, please indicate the course level (2XX, 3XX, etc.)*

Catalog Course Title: \_\_\_\_\_

Transcript Course Title (25 characters only): \_\_\_\_\_

Credit Hour Amount: \_\_\_\_\_                            Fixed                            Variable

Grading Scheme:                            Standard Letter Grade                            Satisfactory/Unsatisfactory\*

*\*Courses graded as S/U will not be included in the IDEA Evaluation process.*

Should this course be included in the IDEA evaluation process?                            Yes                            No

Does this course replace an existing course?                            Yes                            No

If yes, what course? \_\_\_\_\_

*A course revision proposal must be submitted to discontinue a course*



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## Details of Proposed Course

- 1) Rationale: Explain how the course will improve the quality of its program(s). Attach additional materials as necessary.

- 2) New Course is:

Requirement for Major

Elective for Major

Requirement for Minor

Elective for Minor

Requirement for Certificate

Elective for Certificate

Designed for Non-Major/Minor

Other: \_\_\_\_\_

List all programs that the course will be incorporated into. A Program Revision form must accompany courses being proposed as requirements and/or electives in an academic program.

- 3) Do you currently have qualified faculty to teach this course?                      Yes                      No

Name(s) of faculty member(s): \_\_\_\_\_

- 4) What impact will this course offering have on current faculty teaching load? Attach additional materials as necessary.



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5) Anticipated frequency of offering:

Every Semester

Fall Only

Spring Only

Other: \_\_\_\_\_

6) Method of Instruction:

Lecture

Seminar

Lab

Studio

Online

Blended

Project Based

7) List any prerequisites and/or co-requisites for the course:

8) Are there needs, equipment, new library holdings or other resources involving budgetary consideration?

Yes

No

If yes, Library Director's signature is required: \_\_\_\_\_ Date

If yes, list the specific needs and cost estimates. Attach additional materials as needed.

9) Course Description



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## Department Vote

Has your department voted on this proposal?                      Yes                      No

Vote Count:      Yes \_\_\_\_\_                      No \_\_\_\_\_                      Abstain \_\_\_\_\_

## Approval Process

Signature

Date

Department Chair or  
Graduate Program Director (if applicable) \_\_\_\_\_

Dean of School \_\_\_\_\_

Associate Provost of Adult, Online,  
and Graduate Education (if applicable) \_\_\_\_\_

Submit all proposal forms and additional materials as needed directly to Bethany Talley via campus mail, Bay Hall 139 or by email at [btalley002@drury.edu](mailto:btalley002@drury.edu).

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## For Office of the Registrar's Use Only

Signature

Date

Registrar \_\_\_\_\_

Provost \_\_\_\_\_

ARC \_\_\_\_\_