Newcomb-Tulane College Course Proposal Form

Today's Date: __________  Submitted by: ________  Your Email Address: ____________

PROPOSED ACTION:

☐ Discontinue Course Final Term: __________
☐ New Course First Term: __________
☐ Change Course Title: From: __________  To: __________  Effective Term: __________
☐ Change course description (Provided In Course Information Below) Effective Term: __________
☐ Change Course Credit  From: __________  Effective Term: To: __________
☐ Change Course Number  From: __________  To: __________  Effective Term: __________

COURSE INFORMATION (What should be listed in the Schedule of Classes and the catalog?)

(Proposer should contact the Sr. Associate Dean of Newcomb-Tulane College to make sure the course # is available).

Course Prefix and Number: ________________

Full title for catalog: __________________________________________

Abbr. title for Schedule of Classes: __________

Undergraduate Credit Hours: ____________

1. Can this course be repeated for credit? __________  If yes, how many times? ____________

2. Prerequisite Course(s) Name(s), Prefix(es), Number(s): __________________________________

3. Catalog description (including any prerequisites and cross listed courses):

4. Regular Faculty Instructor(s): ____________________________________________

5. Number of Contact Hours Per Week: ________________________________

6. Terms offered (check all applicable): _____ fall  _____ spring  _____ summer

7. Calendar: _____ annual  _____ biannual  _____ biennial  _____ other

8. Maximum class size: ____________  Effective Term: ________

Credit for Undergraduate Core Requirements? If yes, explain how your course fulfills these requirements:
Please check all areas where credit will be given:

- Math & Natural Science
- Social & Behavioral Science
- Textual & Historical Perspectives
- Race & Inclusion
- Global Perspectives
- Aesthetics & Creative Arts
- Foreign Language
- Lab Science
- Public Service
- Writing Skill Tier 1
- Writing Skill Tier 2
- Formal Reasoning

PROCESSING INFORMATION

9. Objectives for new course or rationale for change(s).

10. If proposing a tier 1 or tier 2 writing course, what proportion of the course grade is based on written work, not including tests and exams? For tier 1, at least 1/3 of the grade must come from writing for the course to fulfill writing proficiency designation, with revision optional. For tier 2, at least 1/3 of the grade must be based on writing and include a revision and reevaluation by the instructor.

11. On average, how many hours each week does the typical student spend on this course, not including class time, regularly scheduled laboratory time, or regularly scheduled performance activity time?

12. Does your Program or Office have the appropriate resources to offer this course?

Signature of Director: ________________________________ Date: _____________

*Please attach a SACS formatted syllabus.*