Proposal for a New Course

Course Number:	Course Title:	
Instructor(s):	Department/Program :	Expected to be first be taught in Fall 20___ or Spring 20_

Intended Area of Inquiry designation: Choose Area

Signature of Division Director: _____ Date: _____
(if different from the division of the home department)

Is the proposed course a "one-time" offering? [note: visiting faculty must check "Yes"]   Yes ☐ No ☐

The proposed course is for: Full credit ☐   ½ credit ☐   ¼ credit ☐

If a fractional-credit course, it is: Stand-alone ☐   Add-on ☐

If the proposed course is an add-on course, to what full-credit course is it connected?
Course subject and number _____ Course title_____
If applicable, the proposed add-on course is: Optional ☐   Required ☐

Is this course intended for cross-listing (i.e., will the course receive a second number and designation within another department/program)?   Yes ☐ No ☐

If "yes," complete the remaining items in this box: what department/program? _____

Signature of Chair/Director
of second dept./program: _____ Date: _____

Signature of Division Director
of second dept./program: _____ Date: _____

Which Liberal Arts Practice(s) does this course satisfy? (Please select up to two):
☐ Confronting Collective Challenges   ☐ The Process of Writing
☐ Quantitative and Algorithmic Reasoning ☐ Language Study
☐ Artistic Practice and Interpretation
                                    *Please elaborate in #4 of proposal

The department/program has reviewed this proposal. We find that the intellectual rationale of the course and its basic structure meet our department's/program's academic standards, given the level at which it will be taught and the credit awarded. The course does not overlap significantly with other department/program courses.	**Dept. Chair/Program Director** Signature _____ Name _____ Date _____
I have reviewed this proposal and approval checklist. I approve the intellectual rationale of the course. The course does not appear to overlap significantly with other courses at Colgate. I have discussed any staffing and resource implications. If the course is part of an overall revision of curriculum of the department program, I have discussed that revision with the department or program. DD or Divisional DC, please upload completed proposal to shared folder for Curriculum Committee.	**Division Director** Signature _____ Name _____ Date _____
The Curriculum Committee has reviewed this proposal and finds that it conforms to the "New Course Proposal Guidelines." We find that its intellectual rationale is sound, its standards appropriate, and that it does not significantly overlap with other Colgate courses. The chair's signature indicates that the course has been approved by the Curriculum Committee.	**Curriculum Committee** **Signature** _____ **Name /Date** _____

Department/Program Approval Checklist

This page is to be completed by the department chair or program director. Cross-listed courses should have additional pages completed by the chairs and/or directors of the participating departments/programs. The approval checklist page(s) should be appended to the end of the course proposal.

By checking the following items, the chair/director confirms that each has been considered and found to be appropriate. Additional commentary is not necessary *except* in cases where (1) checking the item may not fully account for the actual circumstances that the item describes or (2) a course proposal has unusual aspects that require further explanation.

Chair/Director Name: _____

___ 1. The proposed course is an appropriate addition to the curriculum of the
      department/program.

___ 2. The proposed course meets department/program academic standards.

___ 3. The proposed course will not unduly impact the staffing or frequency of
      offering of existing courses. If the proposed course will impact existing courses,
      summarize the nature of the impact (e.g., the proposed course will replace an existing
      course).

___ 4. The proposed course places no new demands on library resources and has no special
      technology needs. If the proposed course has any special needs in these areas, please
      explain.

___ 5. The proposed course does not overlap with other departmental/program courses in
      significant ways. If the proposed course will have some overlap with an existing
      course, please explain the nature of the overlap and whether it would be appropriate
      for the same student to receive credit for both courses.

___ 6. *For fractional credit only*: The requested level of student fractional course credit is
      appropriate. A brief explanation would be helpful in novel instances of fractional
      credit.