GRADUATE NEW COURSE

Proposal for a New Course

Department＿＿＿＿＿**Submission Date**＿＿＿＿

Semester of Implementation＿＿＿＿

I.   New Proposed Course Information

Discipline Prefix   ＿＿＿＿

Course Number   ＿＿＿＿

Course Title   ＿＿＿＿

Credit Hours   ＿＿＿＿

May this course be repeated for credit when content changes? ☐ Yes ☐ No
If yes, how many hours?＿＿＿＿

Prerequisites   ☐ Yes ☐ No   If yes, list prerequisites: ＿＿＿＿

Cross-Listed: ☐ Yes ☐ No

   If yes, list
   Secondary Prefix ＿＿＿＿

   Course Number   ＿＿＿＿

Course Description (***Must match description on course syllabus):***

＿＿＿＿

Attach a proposed syllabus in SACS format.

If the course is not taught in a traditional format, please attach a detailed justification of the credit hours awarded.

II.   Required for Major or Concentration or Professional Endorsement or Certificate (please specify):

＿＿＿＿

III.   Rationale for Course:

＿＿＿＿

IV. Resource Assessment, if change warrants it:

A. How frequently do you anticipate offering this course? _____

B. Describe anticipated staffing for the course including any changes in existing faculty assignments: _____

C. Estimate the cost of required new equipment: _____

D. Estimate the cost of and describe additional library resources: _____

E. Will this course require additional computer use, hardware or software?
☐ Yes ☐ No If yes, please describe and estimate cost: _____

F. Will a course fee be assessed? ☐ Yes ☐ No If yes, the Fee recommendation worksheet must accompany this form. It can be found at the following url: www.longwood.edu/budget (See Appendix B for sample of form.)

Course Name/Number _____   Course Title _____

V.   Approvals

	Date received	**Date approved**	**Signature**
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____

If the proposed course could have an impact on other departments or programs, the appropriate affected chairs or program directors should be notified of the proposed changes.

Departments/programs that might be affected	Individuals contacted and date contacted
_____	_____
_____	_____
_____	_____

	Date received	**Date approved**	**Signature**
3. College Dean	_____	_____	_____
4. Graduate Committee	_____	_____	_____
5. Educational Policy Committee	_____	_____	_____
6. Date received by Registrar	_____		

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

February 1st to the Graduate Committee
March 1st to the Educational Policy Committee (EPC)

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

Revised September 2010