

**UNDERGRADUATE NEW COURSE  
GENERAL EDUCATION**

**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: \_\_\_\_\_

Speaking Intensive ☐ Yes ☐ No

If yes, attach a copy of the department speaking intensive policy.

Writing Intensive ☐ Yes ☐ No

Cross-Listed: ☐ Yes ☐ No

If yes, list  
Secondary Prefix \_\_\_\_\_

Course Number \_\_\_\_\_

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

\_\_\_\_\_

General Education Goal(s) for which course is designed: \_\_\_\_\_

**Attach a proposed syllabus in SACS format.** The syllabus, or an attachment, should indicate in some detail how the course will satisfy each of the required nine (9) General Education Course Criteria (page 11). General Education Matrix, Appendix B, should be included.

**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 Licensure 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](http://www.longwood.edu/budget)

(See Appendix B for sample of form.)

**SIGNATURE PAGE  
UNDERGRADUATE NEW COURSE  
GENERAL EDUCATION**

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 |
|---|--|
| _____                                       | _____                                    |
| _____                                       | _____                                    |
| _____                                       | _____                                    |
| 3. College Dean                             | _____                                    |
| 4. College Curriculum Committee             | _____                                    |
| 5. General Education Committee              | _____                                    |
| 6. Educational Policy Committee             | _____                                    |
| 7. Faculty Senate Chair                     | _____                                    |
| 8. 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:**

**December 15<sup>th</sup> to the College Curriculum Committee  
February 1<sup>st</sup> to the General Education Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

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