

**UNDERGRADUATE NEW COURSE
NON-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***):

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 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
(See Appendix B for sample of form.)

**SIGNATURE PAGE
UNDERGRADUATE NEW COURSE
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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. 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 College Curriculum 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.