NEW COURSE PROPOSAL FORM (Rev. 7/12)
Use for New Permanent and New Temporary Courses

Instructor Information

Name _____   Department _____

Title   _____   Phone _____   e-mail _____

Course Information

Course code _____   Course number _____

If 400-level, is this course offered for graduate credit? Yes ____ No ____

Is this course cross-listed?   Yes **____** No **____**

If yes, list department(s) **_____** and submit letter(s) of
agreement from other department(s).

Course Title (50 character maximum, including spaces)

Abbreviated Course Title (29 character maximum, including spaces)

Course Credits

Method of instruction (check all that apply)	# Credits
Lecture	
Laboratory	
Recitation	
Studio	
Seminar	
Practicum	
Independent Study	
Workshop	
Portfolio	
Online *	
Total # of Credits	

Basis for Credit 8.31.10

The basis of a credit shall normally be three hours work:

1 credit for each lecture or recitation and
 two hours of preparation,

1 credit for each two-hour laboratory and
one hour of preparation,

1 credit for each three-hour laboratory
with no outside preparation.

*Complete Online Course Proposal Supplement if proposing a new online course.

Are separate sections required for laboratory or recitation?

Yes ____ No ____ NA ____ If yes, please explain.

Type of Course:

Regular _____ Open-ended (Topics)* _____ Temporary** _____

*Use this form to establish the course code/number. Then submit subtitle and description for each topic to Enrollment Services using this form. Approval by the College Dean is required.
Topics may be offered a maximum of 3 times.*

**Temporary courses may be offered a maximum 2 times.*

E-campus & Catalog Description (30 word maximum)

E-campus & Catalog Prerequisite(s)

Is concurrent enrollment required in another course? Yes _____No _____
If yes, please explain.

Scheduling Information
When will this course be offered (check all that apply)?   Fall   Spring   Summer

Is there a pattern of offering? (i.e., Spring of odd-numbered years) (do not use specific years)

This proposal is *intended* to go into effect in which academic year? |_____|

NOTE: In planning for the first offering of a newly proposed course, please be aware that the review and approval of a proposal is a multi-step process that may take up to a year and is not complete until the course is officially listed in e-Campus by Enrollment Services.

Grading Method
Letter grades _____   S/U _____   Letter grades & S/U _____

Maximum class size _____

Rationale
Explain the purpose and objectives of the course. Be specific; not all reviewers of this proposal will be familiar with your curriculum.

Staffing

Explain the staffing plans for this course. Will a course(s) be eliminated as a consequence of adding this course?
If yes, submit a COURSE CHANGE PROPOSAL FORM to delete a course.

Impact Statement

The originating department/college is responsible for considering **all potential impacts** of the proposed new course and is responsible for consulting with other departments and colleges about these impacts.

- **What impact does this course have on the academic requirements in your college/department on programs, majors, minors, general education?**
  Submit a Major/Curriculum Sheet or list of graduate program requirements.

- **Is this course a major requirement or professional elective? How will this course impact current majors/candidates?**
  Submit a Major/Curriculum Sheet or list of graduate program requirements.

- **Is this course similar to or does its content overlap with any course offered by your own or any other department/college?**
  If yes, submit supporting documentation.

- **Does the addition of this course change the pre-requisites for another course? Or a pre-requisite for another major outside your dept./college?**
  If yes within your dept., submit a COURSE CHANGE PROPOSAL FORM.

Please address these questions and others that apply.
Submit supplementary documents if necessary.

Library Resources
Submit a Library Impact Statement from the appropriate subject librarian.

Syllabus
Submit a detailed syllabus of course content, including required reading, supplemental texts, course objectives, grading and course policies, and a course calendar. If this is a 500-level course that is to be paired with an existing 400-level course (e.g., 400/500 course), please describe in detail how the expectations, assignments, and learning outcomes for graduate students differ from those for undergraduates.

See the following resources for guidance:
>   Syllabus Development
>   Checklist for Preparing a Syllabus
>   Sample Syllabi from URI Faculty

Electronic Submission Information
- Electronic signatures are *required*. Instructions for digital signatures: PC or Mac.
- Save proposal form with signatures as an electronic .pdf.
- Label saved form as: **COURSE CODE COURSE NUMBER New Course Proposal**
- Label Curriculum Sheet or List of Graduate Requirements as:
     COURSE CODE COURSE NUMBER Curriculum Sheet
- Label and submit Library Impact Statement as:
     COURSE CODE COURSE NUMBER Library Impact Statement
- Label and submit syllabus as:
     COURSE CODE COURSE NUMBER Syllabus
- Label any supplementary documents similarly with Course Code and Number.
- Submit all documents as attachments to the Faculty Senate Office at urifacsen@gmail.com

CURRICULAR MATTERS SIGNATURES

Signatures below verify that careful consideration has been given to *all possible curricular impacts* of this proposal both within and outside of the originating department.

Department Chair	Date
College Curriculum Committee Chair	Date
Dean	Date
Curricular Affairs Committee Report No.	Date
Graduate Council Report No.	Date
Faculty Senate Bill No.	Date
Presidential Action: Approve Disapprove	Date
Forwarded to Enrollment Services	Date