

New Course Proposal Checklist

Submission Date:

Department:

Course Title:

Prepared by:

Department Chair:

X if standards are met	Required Information	Questions/Comments
	Cover page that includes the department's endorsement	
	A brief rationale for proposing a new course	
	Course Learning Outcomes (CLOs) aligned with the departmental PLOs and listed in a syllabus	
	Frequency of offering: Check the appropriate box:	
	- every semester	
	- once a year (F or S)	
	- once every other year	
	- Mayterm only	
	- other (specify)	
	Resources application: Check the appropriate box:	
	- staffing requirements (adjunct)	
	- IT resources	
	- other resources such as equipment, space, lab resources	
	<i>Attached Letter /Email from Provost if resources are required</i>	
	Library resources : <i>Attached Letter/Email from the Library Director or Associate Library Director if resources are required</i>	
	Credit Units	
	Course nature:	
	- major	
	- minor	
	- elective	
	Course description for the Catalogue	
	Syllabus that follows the guidelines for syllabus preparation	
	Course number: to be assigned by the Registrar upon consultation with the Department Chair	

Department Chair (signature)

Date