

**NEW COURSE PROPOSAL FORM**

Effective term:

# Effective term: Undergraduate or Graduate course?

**Course subject**: **Course number**: **Cross listing(s)** (if applicable):

# PART I: GENERAL COURSE INFORMATION

1. Course Identification

Course Title:

*The official title should be no more than 30 characters, including spaces. These official titles appear on the official student record. If a title is longer than 30 characters, please indicate how you would like it to be abbreviated to appear on an official record.*

**2. Course Type (check one):**

Lecture Lecture/Lab Lecture/Recitation Main Lab

Field Instruction Practicum Workshop Seminar

**3. Core Status**

Does your department intend to submit this new course for inclusion in the CU Denver Core Curriculum? (Y/N)

*New Core courses must be reviewed and approved by the Core Curriculum Oversight Committee (CCOC) after they have been approved by the EPCC. This requires a separate proposal process. Department chairs should consult the submission guidelines provided on the website of the Office of Undergraduate Experiences for details and deadlines. Once a course has been approved by both the EPCC and the CCOC for inclusion in the Core, department chairs must work with the course coordinators in the CLAS Dean’s Office to ensure that the new course’s core status is made effective in the catalog and course inventory.*

**4. Anticipated Semester Enrollment per Section:**

**5. Credit Hours:**

**6. Repeatable for Degree:** If the course may be repeated and have the additional hours counted toward a degree, please indicate the maximum hours that students can take that will count toward a degree.

Not Repeatable Repeatable\*

\*Total number of credits that students can take that will apply toward degree:

**7. Description:** please provide a course description below. This description will be listed in the University Academic Catalog and the schedule of classes.

**8. Prerequisites and/or Co-requisites:**

*All prerequisites listed above will be enforced by the CU-SIS registration system. Please indicate the exact course number or student level and the minimum grade expected. This information will also be included in the course description.*

**9. Recommended Preparation:**

*Please list above any coursework that is recommended for student success in this course but that you do NOT want as an enforced prerequisite on the course. This information will be included in the course description. You may not administratively drop a student who does not meet these qualifications. The word “prerequisite” can only be used for enforced prerequisites.*

**10. Cross Listing(s):**

*You must attach a memo indicating approval from the home department for any cross-listed courses outside the department.*

# PART II: COURSE SYLLABUS

**Please attach a sample course syllabus that clearly outlines:**

* Key learning outcomes for students and level of rigor (i.e., writing intensive, research based, theory driven, practical skills application)
* Expectations/grading rubric, including types of work required
* Principal topics covered in this course, together with the approximate number of class hours devoted to each topic
* Required readings (including books, journal articles and other sources)
* If this is a cross-listed 4000/5000 level course, demonstrate a clear differentiation in the assignments/rigor/expectations for each level

# PART III: RATIONALE

**Please explain below why this course should be added to your department’s offerings. What is the impact on degree structure/academic unit? What is the demand? How often do you anticipate offering this course? Will offering this course require new instructional resources? If it is replacing another course, how will it affect current offerings? If you are proposing to offer this course as a cross-listed (4000/5000) course, please explain why it should be offered in this format rather than as a stand-alone course.**

*Please note that approval of this course by the EPCC does not guarantee availability of additional instructional resources to offer the course.*

# PART IV: CROSS-DISCIPLINARY OVERLAP

**Please use the current CU Denver Academic Catalog (catalog.ucdenver.edu, select “courses” from the sidebar menu) to search for any potential overlap with existing courses. List your key terms and search criteria below. Please identify, explain, and justify any overlap, and attach documentation of approval from the chair(s) of the department(s)/program(s) involved.** *Failure to identify potential overlap and communicate with affected departments/programs will result in the tabling of this course proposal.*

# PART V: APPROVALS

Was this course reviewed and approved by your department’s curriculum committee?

Prepared by: Date:

Department Chair: Date: