

LAWRENCE UNIVERSITY  
**PROPOSAL FOR THE CREATION OF A NEW COURSE**

*For new departmental courses, department chairs should submit this form. For a new non-departmental course, an individual faculty member should submit this form, but the signature of that individual's department chair should be on the form. The completed form is to be submitted to the Committee on Instruction c/o the Associate Dean of the Faculty. If any question is not applicable to this course, please answer "NA." **If the proposed new course is a paired (split-level) course, use a PAIRED COURSE form, instead of this form.***

<b>Sponsoring Department/Program:</b>		<b>Date:</b>	
<b>Subject, Number, and Title of Course:</b>			
<b>Preferred 30-character title of course (will appear on institutional reports and student transcripts):</b>			
<b>Name of Instructor (if this is a "generic course" to be offered by various instructors, use "Staff"):</b>			
<b>Credit Value</b> (complete <i>one</i> of the boxes to the right):	<i>Standard units</i> Units=_____	<i>Choice of units</i> _____Units OR/TO _____ Units	<i>Variable units</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Schedule Type</b> (please see <a href="http://www.lawrence.edu/dept/registrar/schedtype.shtml">http://www.lawrence.edu/dept/registrar/schedtype.shtml</a> for list):			
<b>Grading Mode</b> (choose one): <input type="checkbox"/> Standard A-F <b>OR</b> <input type="checkbox"/> S/U only			
<b>If class sessions must be scheduled outside the standard class periods (e.g., studios in the arts), please explain the nature and duration of the additional sessions:</b>			
<b>Catalog description</b> (up to 50 words):			
<b>Beyond the catalog description, what is the purpose of the course? How will it contribute to the educational mission of the university? What should students expect to achieve? And, generally, how will the course be taught (as a seminar, lecture/discussion, lecture, research, laboratory, studio, etc.)?</b>			
<b>Will this course be offered at a campus other than or in addition to Appleton?</b> (e.g. London)			
<b>Year and term first offered?</b>		<b>Frequency of offering thereafter?</b>	
<b>Will an enrollment limit be proposed for this course?</b> ( <i>NOTE: Requests concerning enrollment limits must be directed to and approved by the Provost</i> ). What limit will be requested and why is it appropriate?			
<b>What types of students is the course designed to serve?</b> <input type="checkbox"/> Advanced majors <input type="checkbox"/> Majors <input type="checkbox"/> Non-majors <input type="checkbox"/> First-year students <input type="checkbox"/> All students <input type="checkbox"/> Other _____			
<b>Is the course an</b> <input type="checkbox"/> <b>introductory,</b> <input type="checkbox"/> <b>intermediate,</b> or <input type="checkbox"/> <b>advanced course?</b> <b>Will it BE a prerequisite for other courses?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>List any prerequisites REQUIRED to take this course.</b> (Ex. previous courses, instructor's approval, majors only, sophomore, or junior, or senior standing? etc.):			
<b>Will all students completing <u>majors</u> in the sponsoring department be required to take this course?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Will all students completing <u>minors</u> in the sponsoring department be required to take this course?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

**Will the course replace a course or courses already offered?**

- YES this course will replace
- NO but the following course(s) will be taught less frequently
- NO because of extra staffing this is an addition that does not require a course replacement or a reduction in frequency of offerings.

**Will the course fulfill one of the DIVERSITY requirements? Please indicate below.**

Will **always** fulfill the requirement below, regardless of instructor.

- Global diversity     Dimensions of diversity

May fulfill the requirement below, depending on the instructor. **An additional proposal form** (available on the Instruction Committee webpage) **should be submitted with this course proposal form.**

- Global diversity     Dimensions of diversity

**Please indicate which COMPETENCY requirement, if any, you will propose the course fulfill. An additional proposal form** (available on the Instruction Committee webpage) **should be submitted with this course proposal form.**

- Writing intensive     Speaking intensive     Quantitative analysis     B.A. foreign language     B.Mus. foreign language

**Will this course contribute to an Interdisciplinary Area? If so, which one:**

\_\_\_\_\_

**Chair of IA program**

**Signature**

**Date**

**If this course will be cross-listed by another department/program, please indicate the subject and number of the cross-listing:**    Subject- \_\_\_\_\_    Course Number- \_\_\_\_\_

\_\_\_\_\_

**Chair of cross-listing department/program Signature**

**Date**

**Chair of sponsoring department/program**

\_\_\_\_\_

**Name**

**Signature**

**Date**

**Sponsoring instructor**

\_\_\_\_\_

**Name**

**Signature**

**Date**