**SIMPSON COLLEGE: Proposal Form to Add a Course to the Catalog Offerings**

1. *Form must be submitted as a Word document.*
2. *Form must be e-mailed from the department chair to* *epcc@simpson.edu* *(for Undergraduate) or* *pbcc@simpson.edu* *(for Graduate) and cc’d to the division chair and registrar.*
3. *All new courses must be made through submission of this form and require approval by the faculty.*
4. *Use a separate form for each course.*
5. *Approval of this proposal adds the course to the catalog, but does not change any other course/major/minor. Any changes to other courses, majors or minors due to the addition of this course (such as adding this course as a requirement or elective for a major or requiring this course as a prerequisite for another course) must be made through submission of the appropriate form.*

**Department**: Click here to enter Department Name. **Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Course Information**

|  |  |
| --- | --- |
| Educational Level: | Choose an item. |

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| --- | --- | --- | --- |
| Prefix: (ex. Acct) | Click here to enter text. | Course Number:  | Course number |
| Course Title: | Click here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Effective Catalog Year: | Choose an item. | Prerequisites: | Click here to enter text. | Credits awarded: | Choose an item. |
| Catalog Description: Click here to enter text. |
| Semesters to be offered: | Click here to enter text. | Permission of Instructor for Registration? | Choose an item. |
| Repeatable?[[1]](#footnote-1) | Yes/No and How many times |
| Additional Course Information: | Yes/No and How many times |

1. Give a rationale for the addition of this course:
2. What transition issues, such as cross listing or providing alternate prerequisites, are required for this addition?
3. List all majors, minors, certificates and education endorsements this course is connected to. Describe the relationships and the impact this addition will have on each of these.
4. Describe the changes in faculty load(s) in the department as a result of the addition of this course.
5. What is the estimated enrollment in this course?
6. Will this addition require the addition of a General Education Designation? [ ] Yes [ ] No **Not applicable – Graduate Course** If yes, see <http://www.simpson.edu/academicdean/resources/index.html> for information on forms and submission procedures.

For use by Registrar’s Office (do not delete)

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| --- | --- |
| **Task** | **Completion date** |
| Colleague course catalog changes (CRSE) |  |
| Degree audit built |  |
| Departmental web page changes |  |
| Transfer guides changes/additions |  |
| Catalog copy changes |  |

1. (i.e. can a student take this course three times and receive credit for all three courses?) [↑](#footnote-ref-1)