Lurie College of Education
New Course Proposal Form
(required 2 weeks prior to review)

Section I: General Information
(Complete All)

Faculty Name: _____

Email: _____

Course Prefix/Number: _____

Short Title *(max 18 characters including spaces)***:** _____

Type of Course *(check all that apply)***:**

Undergraduate ____   Graduate ____   Credential ____

General Education ____   Experimental ____   Permanent ____

Section II: Curriculum Proposal
(Complete All)

1. *Needs Statement:* Describe the need for this course and the niche it will fill in the department, college, and/or university. If the course will fulfill any GE or accreditation requirements, please be sure to address this.

2. *Target Student Population:* Provide details as to which students the course is designed to serve.

3. *Non-Duplication Statement:* Indicate whether the department, college, or university offers a similar course and explain how the proposed course differs.

4. *Learning Environment:* Specify the room/space and technology requirements for this course.

5. *Knowledge Base:* Specify the knowledge base for the course.

6. *Connection to Lurie College:* State how the course supports the College's <u>mission, vision, and basic values</u>.

7. *Instructors:* Provide a list of instructors along with their qualifications to teach the course.

<u>Section III: Attachments</u>
(Attach Both)

1. <u>New Course Proposal Form</u> *(obtain the e-signature of your department chair)*
2. **<u>Accessible Syllabus</u>** *(use the <u>current</u> University template)*

Section IV: Required Approvals
(1 & 2 prior must be completed prior to submission to the Lurie College Curriculum Committee)

1. Department Chair

Approved _____   Not Approved _____

Chair Comments (Required):

_____

e-Signature – Chair of Department Curriculum Committee

2. Department Curriculum Committee

Voting Outcome (provide #'s):   Approved _____   Not Approved _____

Committee Comments (Required):

_____

e-Signature – Chair of Department Curriculum Committee

3. Lurie College Curriculum Committee

Voting Outcome (provide #'s):   Approved _____   Not Approved _____

Committee Comments (Required):

_____

e-Signature – Chair of Lurie College Curriculum Committee

4. Lurie College Dean's Office

Approved _____   Not Approved _____

Associate Dean's Comments (Required):

_____

e-Signature – Associate Dean, Lurie College