

**Springfield College**  
**Course Proposal Form**  
*Please fill this form out in italic type or by hand*

**Faculty Member Presenting Proposal:** \_\_\_\_\_

*Contact Information (email and phone):* \_\_\_\_\_

*Department:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Course Prefix and #:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

Proposal for:

\_\_\_\_\_ New Course \_\_\_\_\_ Course Modification \_\_\_\_\_ Special Topics \_\_\_\_\_ Experimental Course

Effective Date for Proposed Course Change (Indicate the academic year/semester for which this proposal is intended):

*Will this course change affect an existing or proposed major/minor/concentration/program? If so, a proposal to modify the major/minor/concentration/program should be submitted with these course materials.*

**Course Modification:**

*Attach new course syllabus to proposals to:*

\_\_\_\_\_ Change Course Content                      \_\_\_\_\_ Change Course Level  
\_\_\_\_\_ Change Course Description                      \_\_\_\_\_ Change Course Credits  
\_\_\_\_\_ Change Course Objectives                      \_\_\_\_\_ Change Prerequisites

*No new course syllabus is required for proposals to:*

\_\_\_\_\_ Change Course Title                      \_\_\_\_\_ Change Course Prefix                      \_\_\_\_\_ Change in Course Number

Describe Proposed Change: (attach narrative if additional space is required)

*If the proposed modification will require additional resources, please complete the final section below; no other sections of this form need to be completed for a proposal to modify an existing course*

**New Course Proposal:** Attach Proposed Course Syllabus (including a bibliography) for All New Courses.

Proposed Course Schedule, i.e. Fall of Even Numbered Years: \_\_\_\_\_

Course Will Replace Existing Course: \_\_\_\_\_ no \_\_\_\_\_ yes (provide course code and # \_\_\_\_\_)

Course Level: \_\_\_\_\_ undergraduate                      \_\_\_\_\_ graduate

Who Will Take This Course? \_\_\_\_\_ Proposed Class Size: \_\_\_\_\_

Course Pre-requisites: \_\_\_\_\_

New Course Description:

(please use catalog format, i.e. complete sentences, present tense, prerequisites, etc.)

Identify the Key Concepts/Course Content in this course that is not found in other established courses in the curriculum. Will this new course overlap with any other courses offered at the college?

This Course is Proposed to Satisfy:

- \_\_\_\_\_ General Education Program Requirements (attach general education form)
- \_\_\_\_\_ WAC Requirements
- \_\_\_\_\_ Social Justice Requirements
- \_\_\_\_\_ Service Learning Requirements
- \_\_\_\_\_ Program Requirements: (specify program) \_\_\_\_\_

Please describe how this course will foster the College's Humanics Mission:

Resources Required to Add Course to the College curriculum: (attach details of the support requested in each category) -

*Staffing: (Describe who will teach this course and how this will be funded, e.g. "Dr. Smith will teach this as part of his regular load, replacing a course deleted from the curriculum," or "new adjunct/overload funds will be requested to support this course.")*

Equipment:

Facilities:

Library resources:

ITS support/software:

**Revised 8/2007**