Texas A&M University-Corpus Christi
College of Liberal Arts

PROPOSAL FOR NEW COURSE

Author of Course Proposal: ________________________________________________
Course Instructor: _______________________________________________________

Please indicate:
Topics course: ___________________ Seminar: ___________________ New course/course #: __________
Credit Hours: ____________ Semester: ____________ Year: ____________
Course Title: ___________________________________________________________

1. Please provide the following information and material. The material should be carefully prepared.
   a. A brief description of the proposed course, appropriate for catalog copy:
      (ENTER HERE)

   b. A syllabus that includes:
      - course description
      - student learning outcomes
      - texts/materials required
      - course assignments (e.g. exams, papers, projects)
      - method of evaluation (weighting of course assignments and determination of letter grade)
      - a proposed course schedule
      - advising statement (undergraduate only)
      - disabilities statement
      - grade complaint statement

2. Please indicate the following:
   a. What body and/or range of students is this course intended to serve?
   b. What degree (or certification) requirements will the course fulfill?
   c. With what frequency do you expect to offer this course?
   d. Does this course overlap in any way with a course in another discipline?

3. What, in your estimation, might be the potential enrollment? Upon what is your estimate based?

4. Are present library and/or other university resources adequate to support this course?

5. Has this proposal been discussed with the rest of the faculty in the program?

6. Are there any further comments you would like to add? (Attach sheet if necessary)

Department Chair Approval of Attached Course Proposal:

Signature of Chair: ___________________________ Date: ___________________________

Committee Action: Approve: _____ Reject: _____ More information requested: Date:

Dean's Signature: ___________________________ Date: ___________________________