



NEW COURSE PROPOSAL SUBMISSION GUIDELINES

To submit a new or revised course proposal, faculty complete the new course proposal form below and return it to the Associate Dean for Academic Affairs, Crystal Hoyt. Proposals are then submitted to the Academic Affairs Committee for approval. Upon endorsement by the Academic Affairs Committee, proposals are submitted to the Jepson school faculty for approval.

NEW COURSE NUMBER: _____

FULL COURSE TITLE: _____

INSTRUCTOR(S)/COURSE CREATOR(S): _____

COURSE INFORMATION:

- What is the purpose and rationale for the course? Include evidence of student interest, and how the course relates to the department or program curriculum.

- Attach outline of the course detailing the topics to be covered and/or sample syllabus.
- If your 'awarding of credit' statement on your syllabus differs from the following, please explain:

Awarding of Credit

To be successful in this course, a student should expect to devote 10-14 hours each week, including class time and time spent on course-related activities.

registrar.richmond.edu/services/policies/academic-credit.html

- Catalog description: _____

- Prerequisites (if any): _____

- Units of credit: _____ Estimate of student enrollment: _____

- Will the course be cross-listed with other schools/departments? If so, indicate their support for the course.

FOR OFFICE USE:

Approval by Academic Affairs Committee _____ Date Approved _____