



New Course

Catalog Course Title:

Name and contact information for future correspondence:

Academic Unit - School/College:

CAS KSB SOC SIS SPA SPExS Other:

Teaching Unit - Department or Program:

Date effective:

Required Signatures	Name	Signature	Date
Teaching Unit Chair or Director			
EPC Chair			
Primary Academic Unit Assoc. Dean			
Second Academic Unit Assoc. Dean			
Faculty Senate Chair			
Provost's Designee (VPUG or VPGR)			

Date sent to the Office of the University Registrar:



New Course

Note: *Proposals are not necessary for a selected topics or nonrecurring topics course or project which is not a regular part of the curriculum of a department or school and is offered to a group of students on a nonrecurring or experimental basis. A course may be offered as a nonrecurring selected topics course a maximum of two times. If the academic unit wishes to make the topics course a permanent course, it must submit a New Course Proposal for full review.*

Order of Review

After review by the academic unit, prepare the document for circulation and comments.

1. During the circulation and comment period (customarily 10 working days):
 - Send document to other academic units for comment.
 - Post the document for public comment. (Today@AU)
 - Respond to comments or make changes to the proposal as appropriate
2. At the end of the comment period:
 - If no adjustments are needed, the academic unit submits the proposal and compilation of comments and responses to facultySenate@american.edu.
 - If adjustments are needed, the academic unit rewrites and submits the proposal and compilation of comments and responses to facultySenate@american.edu.
 - *All comments to the proposal and responses to comments must be compiled into one PDF document and included with the proposal.*
3. The Faculty Senate conducts a formal review of the final proposal:
 - If the Faculty Senate returns the proposal to the unit for revision, every effort must be made to address its recommendations.
 - The Faculty Senate may reject a proposal if it is not satisfied with responses to its recommendations for changes to a proposal.
4. The Faculty Senate Chair submits the Faculty Senate's recommendation to the Office of the Provost.
5. The Provost or Provost Designee makes the final decision.
6. If approved by the Provost or Provost designee, the proposal is forwarded to the Office of the University Registrar via curriculum_services@american.edu.

Proposal Template

Copy and paste the questions below into a new MS Word document and address all questions asked. Please preserve the formatting (including numbering) to facilitate the review process.

- I. Identifying Information
 - a) Proposed effective date
 - b) Academic Unit
 - c) Teaching Unit
 - d) Course Title (Generally a limit of 30 characters including spaces)
 - e) Course Number
 - f) Credits
 - g) Prerequisites
 - h) Course description for University Catalog (Generally a limit of 50 words)
 - i) Grade type
 - i. A/F only
 - ii. Pass/Fail only
 - iii. A /F and Pass/Fail
 - j) Expected frequency of offering
 - i. Every Fall
 - ii. Every Spring
 - iii. Every Summer
 - iv. Alternate Falls
 - v. Alternate Springs
 - vi. Alternate Summers
 - vii. Every term
 - viii. Irregularly
 - ix. Other
 - k) Note all that apply:
 - i. General Education course
 - ii. Online course
 - iii. Hybrid course
 - iv. Rotating topics course
 - v. Individually supervised course, such as Internship, Independent Study, Research Course, Thesis, Dissertation
 - vi. Research Methods course
 - vii. AU Abroad Programs course
 - viii. Other study abroad course (offered directly by Academic Unit, not through AU Abroad)

- II. Rationale
 - a) Please explain the main purpose of the new course, including whether it will be a requirement for an existing or proposed program or an elective, and how the new course relates to the existing courses in the program and department. *Note: if the course will be required for an existing program, submit a corresponding Minor Change to Program proposal.*
 - b) Will the course require students to pay a special fee associated with the course? If so,

- please provide a justification for this additional cost to students.
- c) Has the course previously been offered under a rotating topics course or an experimental course number? If so:
 - i. Semesters/year offered
 - ii. Course number
 - iii. Instructor
 - iv. Enrollment
 - v. What observations and conclusions were derived from the previous offering(s) that now lead to proposing this course as a permanent part of the curriculum?
 - d) Please indicate other units that offer courses or programs related to the proposed course and provide documentation of consultations with those units.
 - e) Estimate the enrollment per semester.
 - f) Does your teaching unit's classroom space allotment support the addition of this course?
 - g) Are present university facilities (library, technology) adequate for the proposed course?
 - h) Will the proposed course be taught by full-time or part-time faculty?
 - i) Will offering the new course involve any substantial changes to the scheduling of existing courses?
 - j) What are the learning outcomes for the course?
 - k) How will those outcomes be assessed?
 - l) What are the competencies that students are expected to demonstrate for the course? Please attach a draft syllabus.

III. Catalog Copy

- a) Please attach a course description as it is to appear in the University Catalog, following the format of the current catalog.