



# New Course Proposal

**Undergraduate**

**Graduate**

**Experimental**

Submit completed form and a required accessible syllabus via email to [curriculum@sisu.edu](mailto:curriculum@sisu.edu). We do not accept hard copies or scans. The deadlines for submission are December 19 for inclusion in the following Fall CMS catalog and program requirements and May 20 for inclusion in the following Spring CMS catalog. If you have questions, or need more information, please visit the Undergraduate Curriculum webpage at <http://www.sisu.edu/ugs/curriculum/> and/or call 924.2449 or 924.2445. Please note that all New Permanent Course Proposals must first be approved by the department and college curriculum committees and signed off by the library liaison and the Dean's Office before submission to Undergraduate Studies. ALL course materials must be accessible; tips on course accessibility are available from Center for Faculty Development.

**Catalog Information**

1. Home Department	2. College	
3. Course Subject and Number	4. Effective Term	5. Regular Session Special Session Both
6. Course Title		
7. Abbreviated Title (no more than 18 characters)	8. New Subtitle (Topic courses) (no more than 18 characters)	
9. Course Description (no more than 40 words; all upper-division courses require at least one prerequisite)		
9a. Prerequisites	9b. Co-requisites	
9c. PeopleSoft Screening. <i>Indicate if you wish to have screening based on your noted prerequisite. (No lower division courses may be used for a PeopleSoft enrollment requirement due to the large number of transfer students)</i>		
10. Grading Method	11. Units	

12. Will the course be repeatable for degree credit (NOT grade forgiveness)? YES      NO

12a. How many units of degree credit will be allowed for this class? Please input a number of units

12b. If YES, is the course repeatable in the same semester? YES      NO

13. Course components and staffing formula. *Indicate the course classification (C/S) number(s), number of units and number of hours the course will meet. The descriptions for these C/S number, indicating the number of hours that should be scheduled for each unit for each classification type, may be found on the Course Classification form at [http://www.sjsu.edu/ugs/docs/Course\\_Classification\\_Inf\\_for\\_CMS.pdf](http://www.sjsu.edu/ugs/docs/Course_Classification_Inf_for_CMS.pdf).*

Component	CS number	Hours	Units
Lecture (C1 – C4)			
Seminar (C5 – C6)			
Lab (C15 – C16)			
Activity (C7 – C14, C17 – C21)			
Supervision (S23 – S48)			

13a. If the class has multiple components, indicate how you wish the course to be scheduled  
MANual (each lecture is linked to specific lab or activity)  
WILD (any lecture may be taken with any lab)

14. Does this class fulfill the written English requirement? YES      NO

15. Is this a General Education (GE) class? YES      NO

BOGS Chair Signature
 Approved  
Not Approved

16. If this is an experimental course, has it been offered previously? YES NO

16a. If YES, please indicate when (Semester & Year)

Experimental courses are only active for one term. A New Course Proposal must be submitted each term an experimental course is to be offered. Additionally, experimental courses can only be offered (i.e. to be taught) a maximum of three times. To offer the course more than 3 times you must submit it as a New Permanent Course.

17. Is this a Service Learning Course? YES NO

18. Will this course require an off-campus field trip? YES NO

19. If this course is an internship, will it be held in an off-campus setting? YES NO

**If the course will be cross-listed, please submit the Cross List Course Proposal Form.**

20. Please specify any other requests:

Requestor's name and email				
Department chair's name and signature				
Library liaison (Describe and/or attach findings from analysis of library resource needs per University Policy S03-1)				
Library liaison's name and signature				
College Curriculum Committee	Greensheet Checked for:	Credit Hours	YES	NO
		Accessibility	YES	NO
College dean or Associate dean's name and signature				
(Optional) remarks				
AVP, UGS, Dennis Jaehne AVP, GS&R, Pamela Stacks				
Remarks				