GONZAGA UNIVERSITY
NEW COURSE PROPOSAL

DATE:

Department/Program submitting change:

<table>
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<tr>
<th>Subject: ___________</th>
<th>Course#: ___________ (check with the Registrar’s Office before assigning)</th>
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Course Title (30 character **maximum**, including spaces) ____________________________________________

Course Information: (separate document)
- Inclusion of a course syllabus is preferred but in cases where the course has not been assigned to faculty or is otherwise not fully developed and equivalent description is acceptable. An equivalent description of the intended course must include at a minimum: rationale for the new course and learning outcomes.
- Please attach a 2-3 sentence course description to appear in the catalogue.

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<tr>
<th>Total Credits: Fixed (# of credits) ______</th>
<th>Variable: (list range) ___________</th>
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Repeatable for credits: No _______ Yes (how many times) ___________

Total credits allowed if repeatable: ___________

Frequency of offering: Please include how often this course is to be offered in a given year or the frequency of offering over multiple years. For example, if the course is offered in the fall of odd numbered years, or fall only annually, please indicate as such.

When (semester/year) should the change become effective? ________________________________

Instructional Method:  In class _______ Online _______

Blended: _______ % in class _______ % on-line _______

Grading Options: Standard (A, B, C, etc.) _______ Satisfactory/Non-Satisfactory (S/NS) _______

Co-Requisites: (Courses which must be taken in the same term as this proposed course)

1) Subject: _________________ Course # ___________
2) Subject: _________________ Course # ___________

Equivalents: (Cross-listed courses, courses that cover the same content)

1) Subject: _________________ Course # ___________
2) Subject: _________________ Course # ___________

Prerequisite Course(s): (i.e. major, level, etc.)

(Minimum course grade defaults to “D” for Undergraduate and “C” for Graduate unless otherwise designated.)

1) Subject: _________________ Course # ___________ Minimum Grade: ___________
2) Subject: _________________ Course # ___________ Minimum Grade: ___________

Please list any other registration restrictions you wish to apply to this course:

____________________________________________________________________________________

____________________________________________________________________________________

New course proposal rev A&S
Does this course:

- alter program electives?  
  YES ______ NO ______
- alter required courses for program?  
  YES ______ NO ______
- alter the number of hours required to complete program?  
  YES ______ NO ______
- alter program content?  
  YES ______ NO ______
- contain a Key/Major Assessment?  \textit{(n/a for A&S)}  
  YES ______ NO ______
- require catalog description of program to change?  
  YES ______ NO ______
- potentially impact faculty load/adjuncts required?  
  YES ______ NO ______
- affect department(s) or school(s) other than your own?  
  YES ______ NO ______
  - Have they been notified of this change/addition?  
    YES ______ NO ______
  - Did they express any concern regarding the proposal?  
    YES ______ NO ______
    \textit{[If “YES” please attach any comments, discussion that transpired]}
- require an additional fee to be assessed to the student?  
  YES ______ NO ______
  \textit{[If “YES”, please submit a separate request to your Dean’s office - see NOTE 1 below]}

- Please attach a detailed description of the impact for all item(s) marked “YES” above.
- List all courses offered with the same content, affected by this course and how:
- Additional relevant information:

**NOTE:**
1. If fees ($) are required please write a rationale and amount for the fee and submit as a separate document to your Dean’s office.

**Approvals:**

<table>
<thead>
<tr>
<th>Signature of Proposer</th>
<th>Date</th>
<th>Signature of Department Chair</th>
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<tr>
<td>School Curriculum Committee Designee</td>
<td>Date</td>
<td>Signature of Dean</td>
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<tr>
<td>Academic Council Curriculum Comm. Rep</td>
<td>Date</td>
<td>Academic Council/AVP representative</td>
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