

Form for Submitting Proposal for New Course to Academic Policy Committee

This form (created on December 5, 2008) should be submitted together with Form 29 as hard copy and separately as an email attachment, so that it can be distributed electronically to members of the Faculty Senate for their consideration. (Although it will no longer be sent to the Senate, Form 29 is still required for the APC, so that it can send that form with its approval to the Office of the Registrar. Form 29 will suffice in cases in which course offerings are being modified in minor ways or in cases in which courses are being dropped. Such changes do not require approval by the Senate.)

Name of department submitting the proposal:

Course number (subject number and specific course number):

Name of the Course:

Brief description of the course (50-100 words):

Reason for wanting to add the course (50-100 words):

Name of current or incoming faculty member who is likely to teach it (if known):

Is it likely, given current staffing, that offering the course will require hiring a part-time-lecturer?

Is speedy approval essential in the light of scheduling plans?