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| --- | --- |
| **Program name**  **(e.g., DCIM, MCM, etc.)** |  |
| **Proposing faculty member(s)** |  |
| **History of this course offering** | This course ☐ has / ☐ has not been offered as a Topics class. If it has been offered before, complete the information below:  Who developed the course:  Course number when offered:  When was it last offered:  Enrollment when last offered:  About how often the course has been offered: |
| **Proposed new course number** (Use the format xx:xxx:xxx) |  |
| **Proposed new course name** |  |
| **Number of credits** (Add rationale if other than 3) |  |
| **Prerequisites**  **(or co-requisites)** | Pre-/co-requisites that are courses:  Other restrictions (such as open only to majors or minors, or open only to some class levels): |
| **Audience for course**  (Check all that apply) | ☐ Undergraduate non-majors/non-minors  ☐ Undergraduate majors  ☐ Undergraduate minors  ☐ Masters students  ☐ Other |
| **Catalog course description** (Should be brief, formal, and in the third person) |  |
| **Course learning objectives** |  |
| **The program learning objectives that are addressed by this course** (List all that apply) |  |
| **Proposed enrollment cap**  **And justification** |  |
| **Co-listing:** If this course will regularly be co-listed with another, identify the co-listed course and the reason for the co-list |  |
| **Which faculty** in the program will teach this class (name all)? |  |
| **Mode(s) of instruction** (Check all that apply) | ☐ Lecture  ☐ Seminar  ☐ Lab or studio  ☐ Fieldwork/internship/practicum  ☐ Independent study or capstone |
| **Mode(s) of course delivery** (Check all that apply) | ☐ Classroom  ☐ Hybrid (50% classroom/50% online)  ☐ Online  ☐ Other, please explain: |
| **For classroom courses,**  **identify resources that will be required** (Check all that apply) | |  | | --- | | ☐ Computer and projector in the classroom | | ☐ Internet access in classroom | | ☐ Access to special hardware or software in classroom; specify: | | ☐ Students will need access to computers in the classroom; specify whether the need is occasional, frequent, almost always: | | ☐ Students will need special hardware or software; specify: | | Other special needs: | |
| **Potential redundancies/conflicts** | ☐ An effort has been made to look for potentially redundant titles in other departments/schools at Rutgers. Please list which schools/departments were checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ There is another course with this (or very similar) name in SC&I. Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ There is another course with this (or very similar) name in another School at Rutgers. Department/School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attach a document specifying date and content of your exchange with the Instructor and/or Chair of that Department, when appropriate, and what was agreed/disagreed upon. See guidelines below \* |
| **Other information that approving committees should know** |  |

**Directions for submitting your new course for review**

1. Complete this cover sheet.

2. Attach a full syllabus for the course to this cover sheet. The syllabus may be the one used when the course was last offered as a Topics class, or it may be a newly developed syllabus.

3. Submit the completed cover sheet with the syllabus as well as additional document in case of potential conflict to each committee at each level of review. Before submitting the course to each successive committee, make changes to the cover sheet and syllabus based on feedback from the previous review, and fill in the appropriate dates below.

|  |  |
| --- | --- |
| **Date of department/program curriculum committee approval** |  |
| **Date of department/program faculty approval** |  |
| **Date of school curriculum committee (deans and chairs) approval** |  |
| **Date of full faculty approval** |  |

For a new course proposal, the levels of review required are:

1. Departmental/program curriculum committee
2. Departmental/program full faculty
3. School-wide curriculum committee (chairs and deans)
4. School-wide full faculty

**\***According to University guidelines: “The new/revised offering does not unduly duplicate or directly compete with an offering of another academic unit/department. In cases of perceived overlap or conflict, faculty from different academic units/academic departments should work collaboratively to find a resolution to any issues that arise before brining offerings for approval.” […]

“Academic units/departments should not offer courses that are duplicative with courses offered by other academic units/departments when their students can take the courses offered by the other academic unit/department. There may be a case to be made for a duplicative course if the other academic unit/department does not allow the proposing academic unit/department’s students to enroll in its course, and conversely, if the proposing academic unit/department is designing a course that is open and applicable only to its majors and minors.” […]

A newly established procedure will be implemented by a university wide Chancellor’s Committee that will settle disagreements. Best practice will be to work them out collaboratively ahead of time.