

# Earlham College

## New Course Proposal Form

As you plan your new course, the Curricular Policy Committee (CPC) recommends that you review Earlham's mission statement and any applicable institutional, departmental and programmatic goals established through various reviews and assessments.

Please respond — in order — to all of the following items, numbering your responses to correspond with this sheet. Send an electronic copy of the completed proposal to CPC Convener Margaret Hampton at [margaret@earlham.edu](mailto:margaret@earlham.edu).

1.
  - a. What is the proposed course title and number?
  - b. Will the course carry prerequisites?
  - c. Course credit in semester-hours?
  - d. Describe the students for whom this course is intended.
  - e. Will the course fulfill a general education requirement? (If so, which one and how does the course meet the expectations of the requirement area?)
2. How will this course be staffed? That is, will an existing course be replaced or offered less frequently, or will it require additional faculty commitment? Explain.
3. Describe the objectives of the proposed course, its scope, and (if relevant) the particular topics to be covered.
4. Provide a sample required reading list or a description of other instructional materials you will require in this course.
5. Describe the format of the proposed course.
6. Describe the nature of required assignments in this course.
7. On what bases will grades be assigned.
8. Will this course require the purchase of any new library holdings, or other new equipment?
9. Describe the impact of offering this course on other departments and programs, including the impacts of staffing this course.
10. Offer a rationale for including the proposed course in Earlham's curriculum.

CPC invites, as part of this rationale, comments about congruence of this course with appropriate aspects of Earlham's current mission statement (a copy on the back of this form) and institutional strategic goals.