**CURRICULUM WORKSHEET - NEW COURSE PROPOSAL**

This optional worksheet is for internal planning only. It is not a required form or step in the curriculum approval process. You may use this form in the consultation process and in planning your curriculum proposal prior to Leepfrog opening on March 15.

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIFI Course: [ ]
 (Entry into UNIFI requires UNIFI Committee Approval)

Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

enter text here

enter text here

enter text here

 (If longer than 26 characters, including spaces, also provide an abbreviation to be used by the Office of the Registrar)

Short title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catalog Description:

Catalog Prerequisites:
Corequisite(s):

Prerequisite(s) or Corequisite(s):

Same As (click the + sign and enter required information)

Terms Offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify the relationship of the proposed course to other planning processes (i.e. Academic Program Review, Student Outcomes Assessment, strategic planning, and licensure or accreditation/re-accreditation requirements). Tell how you know this course is needed, based on those planning processes.

enter text here

Identify whether the proposed course is part of any new or existing program (as either a required or elective course in a major, minor, emphasis, or certificate).

Identify the expected frequency with which the course is to be offered.

enter text here

List any other courses with similar content or title which are offered by another department.

Identify the semester(s) during which the proposed course has been taught on an experimental basis and the student enrollment each time it has been taught.

enter text here

Provide an outline of the proposed course, including the proposed topic coverage, textbook(s) supplemental reading(s), and pedagogy.

enter text here

NOTE: **“Consultations” is a mandatory field** in Leepfrog.

* Be prepared to upload all relevant consultation forms.
* Leepfrog will not allow you to save and submit a proposal unless these documents are uploaded.
	+ For any proposed change that would have an impact on teacher education,
	Educator Preparation must be consulted.

Note: The library will automatically receive an FYI in Leepfrog on all curriculum proposals.

If the course has been taught before, please attach a syllabus.

Attach Supporting Documents

Will this proposed new course increase the total budgetary requirements of the Department?

 \_\_ Yes \_\_ No