

For OAA use only  
Tracking #

# HSU New Course Proposal

This form replaces a previously submitted form

Include Tracking #

**Subject / Number**

(Number MUST be one which has never been used before)

**Course effective Fall of catalog year**

**Title:**

Abbreviated Title:

(30 characters, including spaces)

**Department**

**College**

Lecture Mode

Lecture Units

**Note:** Submit a separate course proposal form if lab/activity/discussion mode may be taken independently of the lecture mode.

Other Mode

Other Units

**Note:** If using C-78, will any workload WTUs be assigned to the faculty member for this component?

Other Mode

Other Units

If Yes, how many WTUs?

If Yes, College office MOU attached

TOTAL UNITS

**Grade Mode(s)**

List courses for which this course will be required as a prerequisite.

If this course will be a prerequisite for an existing course, an [Course Change form](#) must be submitted to revise affected course(s).

Course is not repeatable (except for grade replacement)

Course is repeatable

total completions allowed

or total units allowed

Students may enroll and earn credit in multiple sections in a term.

Is this course being proposed for Distance Education?

List ALL **Proposed prerequisites** (Subject and Number) Example: MATH 210, ENGR 325(C) and (ENGR 331 or ENGR 333) Denote prerequisites that may be taken concurrently using (C) following the subject/number.

**Recommended Course Preparation** (Will show in print catalog only; not enforced at registration)

**Corequisite(s)** Note: Must offer corequisites during same semester and at different times.

**Equivalency:** List subject & course number of any prior version(s) of this course considered equivalent to this course which should be counted in the automatic repeat checking process.

**Course Description** (30-word limit)

Major Registration Restrictions:

Include  Exclude the following major(s) during registration

Major(s)

Academic Level Registration Restriction - **Exclude:**

Does this course change program requirements? if yes, attach [HSU Program Change Form](#)

**This course will affect the following:** Check all that apply. If any of these are checked, you MUST provide a photocopy of the proposed catalog copy clearly indicating placement of course within *degree requirements*, along with a copy of updated 4-year plan, if necessary. Link to [Major Academic Plan \(MAP\) template](#). Contact Academic Programs for assistance (ext. 4193).

- major     emphasis / option     minor     graduate program     credential     certificate program
- LD GE Area      UD GE Area      DCG - non-domestic     DCG - domestic     Institutions

Link to [GE and All-University Requirements \(GEAR\)](#)

**Conforming syllabus attached** [\[Link to Syllabus Help webpage\]](#)

*Appropriate Student Learning Outcomes are included on attached syllabus*

- HSU     Program     Course     GE     DCG     Institutions

Link to [HSU Learning Outcomes](#)

Link to [GEAR Learning Outcomes](#)

**Accessibility Guidelines:**

I have read and will comply with the [Accessible Technology Initiative \(ATI\) HSU Policy on Web Accessibility](#)

What other course(s) in your department and others covers subject matter similar to proposed content? Attach correspondence from departments offering these courses to indicate they have reviewed the new course proposal materials.

Will this course replace a course now offered (other than a Special Topics course)?

If yes, which course?

Has this course been offered on an experimental basis or as a Special Topic?  If yes, indicate enrollment

Number of sections anticipated  Offering frequency

**Subject / Number**

**IMPORTANT REMINDER:** If there is a course fee involved, separate papers must be submitted concurrently to IRA.  
Attach additional pages if further room is necessary to answer the following questions.

Is course being proposed in response to academic review or accreditation recommendations?

What data, reasons and/or assessments have led to this course being proposed? Be sure to indicate specifically how it will fit into the department's curricular design, major, minor, etc. How does this new course develop students' abilities in relationship to specific program and/or HSU student learning outcomes?

Briefly explain the resources (financial, space, equipment, etc.) needed for this course and how those resources will be made available.

Explain the availability of appropriately trained staffing for this course.

If this course will have an impact on programs outside the department (in terms of reducing or increasing student enrollments, or increasing units, etc.), indicate the means and extent of consultation carried on with representatives of the other programs or departments. (Please attach correspondence)

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Recommended: Proposal reviewed by Dept. Administrative Support (*please initial*) \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

College Dean \_\_\_\_\_  I have reviewed this proposal and encourage the ICC to consider my attached comments  
please initial  I have reviewed this proposal and recommend approval

Dept. Chair Approval \_\_\_\_\_ Date \_\_\_\_\_