



Segment Units: Only used for courses with multiple components – i.e., lecture with lab or activity. Indicate the workload distinction in segment units (e.g., course is a 4 unit course, segmented by assigning 3 units for lecture, and 1 unit for laboratory – each component will have a different C/S# and may require different grading options as well).

Class Size: Indicate optimal and maximum class size.

Hours Weekly: Based on C/S# - number of weekly class hours per unit of credit

C/S#: Course Classification Number based on the method of instruction. Determines weekly hours of instruction and workload assignment. [See Data Element Dictionary for reference.](#)

6. **Catalog Description** – Indicate exact wording as it will appear in the course catalog. Limit to 50 words.
7. **Justification for New or Modified Course** – Ensure that justifications are understandable to those outside your discipline.
8. **Course Modification** – Required for modified courses. Summarize all changes being requested (e.g., change in course title, change in units, change in C/S#, etc.)
9. **Prerequisite(s)** – Indicate course prerequisites (if applicable).
10. **Co-requisite(s)** – Indicate appropriate course co-requisites (if applicable).
11. **Course Repeats** – Can this course be repeated for credit? If yes, indicate maximum number of times it can be repeated for credit or list maximum number of units that can be taken for credit.
12. **Cross-listed Courses** – Is this course cross-listed with a course in another discipline? If yes, indicate the cross-listed course prefix and number and be sure to also submit a course proposal form for the cross-listed course.
13. **General Education, Upper Division Writing Proficiency, or Liberal Studies applicability** – Course may satisfy (or is requesting to satisfy) General Education, Writing Proficiency, or Liberal Studies requirements. Indicate appropriate designation in the space provided.

General Education: If course satisfies (or is requesting to satisfy) a General Education requirement, select appropriate G.E. area from the drop-down menu. Please note that there are separate requirements for approving courses for G.E. applicability. [See G.E. Learning Goals](#)

Upper-Division Writing Proficiency:

Please note that there are separate requirements for approving courses for WP designation. [See Writing Proficiency requirements](#)

Liberal Studies: If course satisfies (or is requesting to satisfy) Liberal Studies inquiry requirements, please list area in textbox provided. Consult with the Department of Liberal Studies for inquiry requirements.

14. **Major Restrictions** – Indicate if the course is restricted to a particular major (e.g., for Psychology majors only).
15. **Level Restrictions** – Indicate if the course is restricted to a particular level (e.g., junior, senior, etc.).
16. **Course Fee** – Indicate amount of approved course fee. If requesting a course fee, a course fee form must be completed. [See Course Fee Form](#)
17. **Resources Required** – This section is used to aid the college in resource planning and scheduling. If there are special technology, library, facilities, or specialized equipment required, note the requirements on the form and be sure to consult with the appropriate areas to ensure appropriate communication (e.g., Technology needs: Computer lab with 24 PC workstations and printer availability).
18. **Expanded Course Description** – A fully elaborated syllabus may not be available to attach; however, the expanded course description must include all of the following elements:
- Purpose of the Course: an expanded catalog description
  - Student Learning Objectives: indicate what the students will learn from the course (for helpful language for developing student learning objectives, [see Bloom's Major Categories in the Taxonomy of Educational Objectives](#))
  - Course requirements: indicate the student requirements for passing the course
  - Major texts/resource materials: use full author and title of all texts and materials used
  - Detailed course outline: week-to-week schedule
  - Bibliography: indicate the scholarly work defining the field (i.e., the range of work serving as background for your development of this course)
  - Evaluation methods: indicate methods used to evaluate effectiveness of the course
19. **Name of Faculty Proposing Course and List of Faculty Available to Teach the Course** – In case there are questions regarding the proposal, the name of the faculty author is requested. Also, a list of faculty available to teach the course is required.
20. **Consultation** – If you suspect your course may impinge upon, overlap with, impact, or be of interest to another discipline, consultation is required. Indicate the disciplines consulted and attach final consultation results (e.g., memo, copy of email, etc.) from each of the department chairs as appropriate.