**New/Revised Course Proposal**

*Please type each entry in the space provided or in the white space below the heading and instructions. Do not use tables to format the data you add to this form.*

1. **Name of Department or School**:
2. **Course Designator and Number (example ALS 1234)**:
3. **Course Title**:
4. **ADP Title**:
5. **New or Revised Course**:
6. **Effective Term**:
7. **Instructor of the Course**:
8. **Department/School Contact (person inputting into CourseLeaf):** *Include name and email*.

1. **Department/School Curriculum Rep to CALS Curriculum Committee Initials & Date**:
2. **Department Head/Director Initials & Date**:

*Please do not digitally sign this document. It needs to remain an editable document.*

1. **Credit Hours:** (example 3H, 3C) H=hours, C=credit, L=lab –
2. **Special Course Designations**

*Sequenced courses must be submitted as 2 separate proposals that will be processed/bundled together*.

|  |  |  |
| --- | --- | --- |
| **Special Designation** | **Yes/No** | **Notes** |
| Will pass/fail be the default grade mode for this course? (Instead of A-F) |  |  |
| Will this be an online course? If so, please specify Sycn or Async in the Notes column. |  |  |
| Will this course be cross listed with another department? If so, list the cross listed course number in the Notes column.  |  |  |
| Is this a sequenced, series, or connected course? e.g., HNFE 1215-1216. If so, please list related course in Notes column. |  |  |
| Is this a First Year Experience (FYE) course? If yes, attach the letter of approval from the FYE director. You must have approval before moving forward. |  |  |
| Is this a Topics course students may repeat for additional credit because the content will change? If so, please specify maximum number of completes and max credit hours in Notes column. |  |  |
| Undergraduate Research |  |  |
| Service Learning |  |  |
| Experiential Learning |  |  |
| Study Abroad |  |  |

**The Catalog Description (DESC), Learning Objectives (LO), and Topic Syllabus (TOP) sections must be clearly coordinated.**

1. **Learning Objectives (LO)**

Having successfully completed this course, the student will be able to: *(please number)*

1.

2.

1. **Topic Syllabus (TOP).** *If this is a revised course, include the current (old) TOP below the new TOP.*

List of Topics (percent of course)

Total (100%)

1. **Catalog Description (DESC)**
2. **Course Proposal Justification**
3. **Academic Level Justification**

This course is taught at the x000-level because…

1. **Prerequisites/Corequisites**
2. **Required or Recommended Text**
3. **Revision Summary** *If this is a revised course, give a summary and justification for the revision.*
4. **Additional Documents:**
* *This form should be accompanied by a separate resource letter from your department head.*
* *If this course has a cross listing, prereq, or coreq, you will need a letter of approval from the department head of each course.*
* *If this is a Pathways course, you will need to complete a Pathways Course Proposal form in addition to this form. Download the form from* [*https://www.pathways.prov.vt.edu/faculty-and-administrators/pathways-instructors-forms.html*](https://www.pathways.prov.vt.edu/faculty-and-administrators/pathways-instructors-forms.html) *and skip Pages 1-3 as that information is now in this document.*