PROPOSAL TO ADD A NEW COURSE

1) This proposal is to *(check one)*:

Add a course to be regularly offered (x)			**Add a one-time special topics course (x)**	
When will the course first be offered? (x)		Fall 201__	When will the course be offered? (x)	Fall 201__
		Spring 201__		Spring 201__
Anticipated frequency for a regularly offered course (x)		every semester		
		once every year		
		once every two years		
		other: _____		

2) The new course as it proposed to appear in the catalogue:

Department: _____   Number/Level: _____   Credits: _____

Full Title *(no character limitation):*

_____

Short Title *(limited to 25 characters, including spaces)*:

_____

Description: (*Please include in this description any enrollment restrictions, as well as any fees.*)

Prerequisite(s): _____

Co-requisite(s): _____

4) Instructor: _____

5) Enrollment Cap: _____

6) Distribution Area (*pending General Studies approval*) _____

7) Will this course fulfill a requirement for your department's or programs major or minor? (*Explain briefly.*)

8) Other Affected Departments or Programs: *(If this course is to be cross-listed or if this course contributes to the curriculum of other departments or programs, please list the affected departments/programs and secure their approvals (e-mailed to the Division Chair) BEFORE submitting this form.)*

Other Department/Program	**Contribution of the Course to the Other Department/Program** *(eg. cross-listed course, pre-requisite)*

9) Course Type, Grading, Repeatable for Credit? (*Check as appropriate.*)

Course Type			Grading Type			Repeat Course for Credit?	
Academic			Standard grading			No	
Activity			Credit/No Credit			Yes	
			P-D-F only			If Yes, # times course may be taken for credit: _____	

10) Rationale: *(Please explain why this course should be taught at Whitman College. How will adding this course contribute to the curriculum? Consider here not just your own department/program, but as well how this course will contribute to general studies and/or other majors or interdisciplinary programs offered here.)*

11) Resource and Staffing Implications: *(Indicate any reallocation or addition of instructional staff and/or adjustment of the (rotation of) courses taught by instructional staff and/or administrative staff workload made necessary by the adoption of this course. Also, indicate any library, technology or other resource requirements made necessary by this addition.)*

12) Submitted by: _____
    (Department or Program Chair)