# New Course and Course Change Requests

Select from the options below to Create, Modify or Delete a Course or Modify a Major

Your email address (**smithja@whitman.edu**) will be recorded when you submit this form. Not **smithja**?
Sign out
* Required

1. **Enter your name** *

   _____

2. **Enter the primary division the course/program falls under** *
   *Mark only one oval.*

   ( ) Division I

   ( ) Division II

   ( ) Division III

3. **What do you want to do?** *
   *Mark only one oval.*

   (X) New Course Proposal (includes Special and Variable Topics)      *Skip to question 4.*

   ( ) Modify an Existing Course

   ( ) Modify a Major or Minor

   ( ) Delete Specified Courses

## New Course Proposal

4. **What type of course is being requested** *
   A "Special Topics" course is a new course being taught for the first (or second) time, on a temporary basis.This could be a regular faculty member trying out a new class or a visiting scholar teaching in their area of expertise. For a "Variable Topics" course a general rubric for the course exists (e.g. ENGL 375: Literary Theory). The proposal is for the specific iteration of the course which will be offered in the subsequent academic year (e.g. Literary Theory: Feminist Theory).
   *Mark only one oval.*

   ( ) Permanent Course       *Skip to question 5.*

   (X) Special Topics Course      *Skip to question 50.*

   ( ) Variable Topics Course      *Skip to question 28.*

## Special Topics Course

50. **Department/Program** *

*Mark only one oval.*

- ◯ Anthropology
- ◯ Art
- ◯ Art History & Visual Cultural Studies
- ◯ Asian & Mideastern Studies
- ◯ Astronomy
- ◯ Biochemistry, Biophysics & Molecular Biology
- ◯ Biology
- ◯ Chemistry
- ◯ Chinese
- ◯ Classical Studies
- ◯ Classics
- ◯ Composition
- ◯ Computer Science
- ◯ Economics
- ◯ English
- ◯ Environmental Humanities
- ◯ Environmental Studies
- ◯ Film & Media Studies
- ◯ Foreign Languages & Literatures:French
- ◯ Foreign Languages & Literatures:German
- ◯ Gender Studies
- ◯ Geology
- ◯ History
- ◯ Japanese
- ◯ Latin American Studies
- ◯ Linguistics
- ◯ Library
- ◯ Mathematics & Statistics
- ◯ Music
- ◯ Philosophy
- ◯ Physics
- ◯ Politics
- ◯ Psychology
- ◯ Race & Ethnic Studies
- ◯ Religion
- ◯ Rhetoric Studies
- ◯ Sociology
- ◯ Spanish

○ Sport Studies, Recreation and Athletics

○ Theatre and Dance

51. **Specific course number/level (i.e. 115, 239, 326)** *

_____

52. **Number of credits or credit range** *

Make a selection below to specify credits or use this credit calculator link -> https://goo.gl/AA3AmT
*Mark only one oval.*

○ 1 cr - 1 mtg X 50 min/wk - 25 Stu Wrk hrs/Sem

○ 1 cr - 1 mtg X 170 min/wk - lab Minimal Stu Wrk hrs/Sem

○ 2 cr - 1 mtg X 80 min/wk - 59 Stu Wrk hrs/Sem

○ 2 cr - 2 mtg X 50 min/wk - 50 Stu Wrk hrs/Sem

○ 3 cr - 1 mtg X 170 min/wk - 70 Stu Wrk hrs/Sem

○ 3 cr - 2 mtg X 110 min/wk - 42 Stu Wrk hrs/Sem

○ 3 cr - 2 mtg X 80 min/wk - 70 Stu Wrk hrs/Sem

○ 3 cr - 3 mtg X 50 min/wk - 75 Stu Wrk hrs/Sem

○ 4 cr - 1 mtg X 170 min/wk - 117 Stu Wrk hrs/Sem

○ 4 cr - 4 mtg X 50 min/wk - 100 Stu Wrk hrs/Sem

○ 4 cr - 3 mtg X 50 min/wk - 120 Stu Wrk hrs/Sem

○ 4 cr - 3 mtg X 80 min/wk - 80 Stu Wrk hrs/Sem

○ 4 cr - 2 mtg X 80 min/wk - 117 Stu Wrk hrs/Sem

○ 4 cr - (standard class + attached lab) - Any 3-credit configuration plus lab

○ Other: _____

53. **Direct faculty instructional time (Hours per week)** *

A class which meets 3x per week for 50 minutes/class = 35 hours per semester - A class which meets 2x per week for 80 minutes/class = 37 hours per semester - For all other classes use a 14 week semester for making your calculations.Labs are assumed to add 1 credit to a class (check box below), do not include lab time in this calculation.

_____

54. **Anticipated student out of class work time hours per week)** *

Typically for a three credit class we expect student work time to be double the amount of in-class time: 2 x 35 = 70 - Typically for a four credit class we expect student work time to be 3.3 times the amount of in-class time: 3.3 x 37 = 122

_____

55. **Full title** *

(Title limit is 40 characters, including spaces, when entered into CPST. However, there is no character limit for the full title to appear in the catalog).

_____

56. **Short title** *

Short title limit is 25 characters. DO NOT exceed 25 characters

_____

57. **Full description** *

_____

_____

_____

_____

_____

58. **Pre-requisites (if any)**

_____

59. **Co-requisites (if any)**

_____

_____

_____

_____

60. **Instructor**

_____

61. **Enrollment Cap** *

_____

62. **Distribution areas** *
*Check all that apply.*

- [ ] Fine Arts
- [ ] Humanities
- [ ] Quantitative Analysis
- [ ] Science
- [ ] Cultural Pluralism
- [ ] Social Science
- [ ] None

63. **Please list the Learning Goals/Outcomes this course provides for the areas checked above**
Click on http://bit.ly/2OiMCZ5 to see Distribution Area Learning Goals. Cut and paste only those goals that apply to the course.

_____

_____

_____

_____

_____

64. **Does the course include a lab?** *
*Mark only one oval.*

- ( ) Yes
- ( ) No

65. **Course type** *
*Mark only one oval.*

- ( ) Academic
- ( ) Activity

66. **Grading type** *
*Mark only one oval.*

- ( ) Standard Grading
- ( ) Credit/No Credit

67. **If the course is repeatable for credit, number of times student can repeat course for credit**

_____

68. **If this course will fulfill a requirement for your department or program, please specify**

_____

_____

_____

_____

_____

69. **If this course will fulfill a requirement for another department or program, please explain**

_____

_____

_____

_____

_____

70. **Rationale** *

Please explain why this course should be taught at Whitman College and its contribution to the curriculum.

_____

_____

_____

_____

_____

71. **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.
_Check all that apply._

☐ Course fees

☐ Field Trip fees

☐ Technology

☐ Additional Staff

☐ Other: _____

72. **Term this course will first be offered** *

_Mark only one oval._

◯ Fall

◯ Spring

◯ Summer

73. **Year this course will first be offered**
*Mark only one oval.*

⬭ 2018
⬭ 2019
⬭ 2020
⬭ 2021
⬭ 2022
⬭ 2023
⬭ 2024

*Stop filling out this form.*

# Modify an Existing Course

Note: Fill out the SHORT TITLE and DEPARTMENT as it should appear in the catalogue and information related to areas you are requesting to change ONLY. Leave other fields blank.

74. **This Proposal is to: (check all that apply)** *
*Check all that apply.*

☐ Change the Course Number/Level

☐ Change the Course credits

☐ Change the Course Pre or Co-requisites

☐ Change Course to Variable Topics rubric

☐ Change the Course Title

☐ Change the Course Description

☐ Course capacity

☐ Other: _____

75. **Course department/program (as currently listed in the catalog)**

_____

76. **Course department/program (as it should appear in the catalog)** *

*Mark only one oval.*

○  Anthropology

○  Art

○  Art History & Visual Cultural Studies

○  Asian & Mideastern Studies

○  Astronomy

○  Biochemistry, Biophysics & Molecular Biology

○  Biology

○  Chemistry

○  Chinese

○  Classical Studies

○  Classics

○  Composition

○  Computer Science

○  Economics

○  English

○  Environmental Humanities

○  Environmental Studies

○  Film & Media Studies

○  Foreign Languages & Literatures:French

○  Foreign Languages & Literatures:German

○  Gender Studies

○  Geology

○  History

○  Japanese

○  Latin American Studies

○  Linguistics

○  Library

○  Mathematics & Statistics

○  Music

○  Philosophy

○  Physics

○  Politics

○  Psychology

○  Race & Ethnic Studies

○  Religion

○  Rhetoric Studies

○  Sociology

○  Spanish

   ( ) Sport Studies, Recreation and Athletics

   ( ) Theatre and Dance

77. **Course number (as currently listed in the catalog)**

          _____

78. **Course number (if changing, as it should appear in the catalog)**

          _____

79. **Course credits (as currently listed in the catalog)**

          _____

80. **Course credits (if changing, as it should appear in the catalog)**
    Make a selection below to specify credits or use this credit calculator link -> https://goo.gl/AA3AmT
    *Mark only one oval.*

   ( ) 1 cr - 1 mtg X 50 min/wk - 25 Stu Wrk hrs/Sem

   ( ) 1 cr - 1 mtg X 170 min/wk - lab Minimal Stu Wrk hrs/Sem

   ( ) 2 cr - 1 mtg X 80 min/wk - 59 Stu Wrk hrs/Sem

   ( ) 2 cr - 2 mtg X 50 min/wk - 50 Stu Wrk hrs/Sem

   ( ) 3 cr - 2 mtg X 110 min/wk - 42 Stu Wrk hrs/Sem

   ( ) 3 cr - 2 mtg X 80 min/wk - 70 Stu Wrk hrs/Sem

   ( ) 3 cr - 3 mtg X 50 min/wk - 75 Stu Wrk hrs/Sem

   ( ) 4 cr - 4 mtg X 50 min/wk - 100 Stu Wrk hrs/Sem

   ( ) 4 cr - 3 mtg X 50 min/wk - 120 Stu Wrk hrs/Sem

   ( ) 4 cr - 3 mtg X 80 min/wk - 80 Stu Wrk hrs/Sem

   ( ) 4 cr - 2 mtg X 80 min/wk - 117 Stu Wrk hrs/Sem

   ( ) 4 cr - (standard class + attached lab) - Any 3-credit configuration plus lab

   ( ) Other: _____

81. **Direct faculty instruction time per semester, in hours (if changing).**

          _____

82. **Anticipated student out of class work time per semester, in hours (if changing).**

          _____

83. **Full title (As currently listed in the catalog)**

          _____

84. **Full title (as it should appear in the catalog. Limit is 40 characters, including spaces, when entered into CPST. However, there is no character limit for the full title to appear in the catalog).**

_____

85. **Short title (as currently listed). ***

_____

86. **Short title (as it should appear in the catalog. Limit is 25 characters. This will appear on the transcript. ) ***

_____

87. **Description: (As currently listed)**

_____

_____

_____

_____

_____

88. **Description (as it should appear in the catalog. Include any enrollment restrictions as well as any fees.)**

_____

_____

_____

_____

_____

89. **Prerequisites (As currently listed)**

_____

90. **Prerequisites (If changing)**

_____

91. **Co-requisites (As currently listed)**

_____

_____

_____

_____

_____

92. **Co-requisites (If changing)**

_____

93. **Instructor (As currently listed)**

_____

_____

_____

_____

_____

94. **Instructor (If Changing)**

_____

95. **Enrollment Cap (As currently listed)**

_____

_____

_____

_____

_____

96. **Enrollment cap (If changing)**

_____

97. **List other departments or programs affected, any cross listed courses or credit towards another major or minor.**

_____

_____

_____

_____

_____

98. **Rationale - Why are these changes necessary** *

_____

_____

_____

_____

_____

99. **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.
*Check all that apply.*

☐ Course fees

☐ Field Trip fees

☐ Technology

☐ Additional Staff

☐ Other: _____

100. **Submitted by**

Department or program chair

_____

*Stop filling out this form.*

# Modify a Major or Minor

101. **What department or program is the major/minor in** *
*Mark only one oval.*

- ◯ Anthropology
- ◯ Art
- ◯ Art History & Visual Cultural Studies
- ◯ Asian & Mideastern Studies
- ◯ Astronomy
- ◯ Biochemistry, Biophysics & Molecular Biology
- ◯ Biology
- ◯ Chemistry
- ◯ Chinese
- ◯ Classical Studies
- ◯ Classics
- ◯ Composition
- ◯ Computer Science
- ◯ Economics
- ◯ English
- ◯ Environmental Humanities
- ◯ Environmental Studies
- ◯ Film & Media Studies
- ◯ Foreign Languages & Literatures:French
- ◯ Foreign Languages & Literatures:German
- ◯ Gender Studies
- ◯ Geology
- ◯ History
- ◯ Japanese
- ◯ Latin American Studies
- ◯ Linguistics
- ◯ Library
- ◯ Mathematics & Statistics
- ◯ Music
- ◯ Philosophy
- ◯ Physics
- ◯ Politics
- ◯ Psychology
- ◯ Race & Ethnic Studies
- ◯ Religion
- ◯ Rhetoric Studies
- ◯ Sociology
- ◯ Spanish

( ) Sport Studies, Recreation and Athletics

( ) Theatre and Dance

102. **The proposal is to change:** *
*Mark only one oval.*

( ) Major

( ) Minor

( ) Adding courses from other areas of study to be applicable toward major or minor credit.

103. **Requirements as they currently appear in the catalog:** *

_____

_____

_____

_____

_____

104. **The modified requirements as they are proposed to appear in the catalog:** *

_____

_____

_____

_____

_____

105. **Other Affected Departments or Programs**
If this change in requirements affects a combined major program, please list the combined major below and secure the approval of the departmental/pro- gram partner(s) (e-mailed to the Division Chair) BEFORE submitting this form.

_____

_____

_____

_____

_____

106. **Impact of the Course to the Other Department/Program**
eg. cross-listed course, pre-requisite

_____

_____

_____

_____

_____

107. **Rationale**

Please explain why this modification should be made to the curriculum and the implications of this change.

_____

_____

_____

_____

_____

108. **Resource and Staffing Implications**

Indicate any reallocations or additions of instructional staff and/or adjustment of the (rotation of) courses taught by instructional staff and/or administrative staff workload made necessary by this change. Also, indicate any library, technology or other resource requirements made necessary by this change.
_Check all that apply._

☐ Course fees

☐ Field Trip fees

☐ Technology

☐ Additional Staff

☐ Other: _____

109. **Submitted by**

Department or Program Chair

_____

_Stop filling out this form._

# Delete Course(s)

110. **Department/Program** *

*Mark only one oval.*

- ( ) Anthropology
- ( ) Anthropology-Environmental Studies
- ( ) Art
- ( ) Asian & Mideastern Studies
- ( ) Astronomy
- ( ) Biochemistry, Biophysics & Molecular Biology
- ( ) Biology
- ( ) Chemistry
- ( ) Chinese
- ( ) Classical Studies
- ( ) Classics
- ( ) Composition
- ( ) Computer Science
- ( ) Economics
- ( ) English
- ( ) Environmental Humanities
- ( ) Environmental Studies
- ( ) Film & Media Studies
- ( ) Foreign Languages & Literatures:French
- ( ) Foreign Languages & Literatures:German
- ( ) Gender Studies
- ( ) Geology
- ( ) History
- ( ) Japanese
- ( ) Latin American Studies
- ( ) Linguistics
- ( ) Library
- ( ) Mathematics & Statistics
- ( ) Music
- ( ) Philosophy
- ( ) Physics
- ( ) Politics
- ( ) Psychology
- ( ) Race & Ethnic Studies
- ( ) Religion
- ( ) Rhetoric Studies
- ( ) Sociology
- ( ) Spanish

◯ Sport Studies, Recreation and Athletics

◯ Theatre and Dance

111. **List course(s) to be deleted one per line - (ex. GENS 123 - 4 credits - Intro to Humans)** *

_____

_____

_____

_____

_____

112. **Other affected departments or programs**

If this deleted course is currently 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.

_____

_____

_____

_____

_____

113. **Rationale for deleting** *

_____

_____

_____

_____

_____

114. **Submitted by**

Department or program chair

_____

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