

CourseLeaf: New Course Proposal

This form may be used as a template to gather all of the required information needed to propose a new course. All curriculum/course proposals must follow the Provost guidelines **and then be entered and approved via the CourseLeaf online approval process.**

Provost Guidelines: <http://www.marquette.edu/provost/additional-resources.shtml> (See: Academic Division Guidelines)

URL for CourseLeaf: <https://nextbulletin.marquette.edu/cim/>

Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

Rationale for this proposal:

Syllabus: *A syllabus must be attached for all new course proposals.*

Academic Level (i.e., Undergraduate, Graduate, Law, Dental, Health Sciences Professional)

College/School

Department

Subject Code (e.g., ENGL)

Not required, if desired may suggest a subject code. Suggested code will be reviewed by registrar and changed, if necessary to fit the CheckMarq standard.

Course Number (e.g., 1001)

Not required, if desired, suggest a course number. Suggested number will be reviewed by registrar and changed, if necessary.

Start Term: *will auto fill in as fall 2012 and cannot be changed.*

Full Course Title: *Title of the New Program you are suggesting in its entirety. Do not use abbreviations.*

Description and Requirements (as they will appear in the bulletin):

Enter the information for the New Course you are proposing as you would like to see it in the bulletin. Descriptions should be written in active tense. Do not begin any sentence with 'This course'.

Prerequisites(s)

Special Fees (lab fees, material fees, etc.)

Minimum Credit Hours: _____ **Maximum Credit Hours:** _____
(leave blank, if not a variable credit course)

Can this course be repeated? If yes, how many times? Unlimited, 1, 2, 3, 4, 5, 6
Repeat choice must follow your college 'Repeat Policy', which is based on federal regulations

Grading Basis: Graded, S/U

Components: Lecture; Lecture/Lab; Lecture/Discussion; Lecture/Lab/Discussion; Lecture/Quiz;
Other: _____

Attributes: Honors Course; Online Course; International Content Course; Meets Education Fine Arts Requirements; Interdisciplinary Course (which one? _____); MBA Core Elective; Off-Campus (Co-Op, Study Abroad, Other).