

**VIRGINIA WESLEYAN COLLEGE
NEW COURSE PROPOSAL FORM**

PROPOSED COURSE: Dept Prefix: _____ Number _____

To be cross listed with: Dept Prefix: _____ Number _____

Official Title (maximum 30 characters including spaces): _____

Mode of Instruction (check as many as apply):

- Lecture Seminar Laboratory Team Taught
 Field Experience Internship Studio
 Independent Study Other _____

When Offered (check as many as apply):

- Semester: Fall Spring Summer Winter Session
Year: Odd Even When circumstances permit
 On demand Other _____
Time: Day Evening Weekend

General Studies course (If yes, submit appropriate GS materials)

Elective Major course Minor course Non-majors Only

Prerequisite(s): _____

Corequisite(s): _____

Indicate hours in each:

Lecture _____ Lab _____ Total Semester Hours _____

Additional fee required? Yes No If yes, amount: _____

Grading: Letter Pass/Fail

This course is intended to be (check one): Experimental Permanent

Faculty Load Credits _____ Enrollment limit _____

How does the level of work required relate to the numbering level(s) chosen?

Include a course description for catalog (50 words or less.)

Rationale for offering this course:

How will the course be staffed (check as many as apply)?

- On-load Overload Adjunct(s)

What adjustments in departmental offerings will this course bring about? Note whether other courses will be dropped or offered less frequently.

What additional budget expenditures will be required by the course (e.g., equipment, instructional, staff, interlibrary loans) ?

To what degree will the course be available as a service to other departments or as an elective for non-majors?

Attach a complete syllabus to include a detailed course description, student learning objectives and outcomes, outline of topics to be covered, means of assessment and evaluation, attendance

policy, grading policy, disabilities statement.

Title	Signature	Date
Division Chair		
General Studies (if applicable)		
EPC Subcommittee Representative		
EPC Committee Chair		

For EPC Use Only	Approved	Not Approved