New/Change in Course Proposal (NCCP)

Please use this form if you are proposing a new course or proposing changes to an existing course, including changing subject code, course number, course title, type of course, units, enrollment cap, and/or course description, and/or adding a designation (e.g., core area, cultural diversity, and/or service learning). If you have any questions or have problems with the form, please contact the Program Assistant for Academic Effectiveness, Rosana Aguilar, at x5265 or rmaquir@usfca.edu.

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* Required

PLEASE NOTE that if this proposed new course or proposed change in course will change graduation requirements for any program (e.g. replaces another course as a degree requirement), a New/Change In Program Proposal (NCPP) must FIRST be submitted. Once the NCPP is approved, the New/Change In Course Proposal(s) should be submitted.

Name, title, and email address of FACULTY MEMBER submitting this NCCP. *
NOTE: Only full-time faculty members may submit New/Change Course Proposals.

Your answer

What are you proposing? *

☐ A New Course

☐ Change(s) to an Existing Course

NEXT

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* Required

Proposal for a New Course

Please fill out the following questions thoroughly. Any missing information will delay processing and review of your proposal.

Department or Program that will house the course *

e.g., Psychology, MAPS, or MS Biology

Your answer

Date of department/program approval for proposed new course *

All new courses must be approved by the chair/director and program faculty, including support for any proposed course designations (e.g., Core Area, CD, or SL). In departments with multiple programs, the program FT faculty must first approve the course before the course is presented for approval from the FT faculty in the department. Department/Program approval implies that the course has been reviewed and vetted by an appropriate disciplinary expert.

/MM /DD /YYYY

/ /2017

Please upload minutes of department/program meeting at which new course (including any proposed designations) was approved OR letter from Chair/Program Director indicating department/program approval of new course, including support for proposed designations. *

ADD FILE
Please review the CAS Syllabus Guidelines, available here: http://tinyurl.com/CASSyllabi

☐ I have read the CAS Syllabus Guidelines and have prepared a proposed syllabus that meets these guidelines.

Please upload your proposed course syllabus. *

ADD FILE

Proposed Subject Code and Course Number *

E.g., POLS 130 rather than simply 130

Your answer

Proposed Course Title (Part 1) *

Please review the Course Title Guidelines, available at http://tinyurl.com/CASCourseTitle

☐ I have read the CAS Course Title Guidelines

Proposed Course Title (Part 2) *

Write your current or proposed course title here.

Your answer

Proposed Units *

Your answer

Please read USF’s Credit Hour Policy *

Link to USF’s Credit Hour Policy: http://tinyurl.com/USFCreditHourPolicy

☐ I have read USF’s Credit Hour Policy

Will this course be in compliance with the USF Credit Hour Policy? *

Choose

Please provide brief rationale for number of units proposed. *

Your answer
What type of course will this be? *

Choose

Proposed enrollment cap. *

Your answer

Please provide rationale for proposed enrollment cap. *

Your answer

Proposed new course will be offered for the first time in which semester? *

Choose

Please list the name(s) of the graduate program(s), major(s), minor(s) and/or certificate program(s) in which the proposed course will satisfy a requirement and describe the requirement(s) the proposed course will satisfy in each. *

E.g. "BSKT 333 will be a 5th foundational course in the Basket Weaving major; the Basket Weaving major will now have 5 required foundational courses rather than 4. BSKT 333 will also be an elective option for the Pielology minor; the Pielology minor will now have 13 elective options rather than 12." This question will be useful in placing this course in the online catalog and for the Office of the Registrar.

Your answer

Please provide us with a rationale for the new course. *

Your answer

Please provide a proposed course description. *

Note: Description must be less than 300 characters, in accordance with the CAS Course Title Guidelines (http://tinyurl.com/CASCourseDescription)

Your answer

Please list any prerequisites for the course.

Your answer
Please list any co-requisites for the course.

Your answer

If you are proposing a core area designation for your new course, please indicate which core area designation you are requesting:

Choose

If you are proposing a core area designation, please explain how each of the learning outcomes for the indicated core area will be met and how students will be assessed to determine whether or not they are achieving those core learning outcomes.

Core Learning Outcomes are available here:
https://myusf.usfca.edu/sites/default/files/USFCoreLearningOutcomes_1.pdf

Your answer

If you are proposing a core area designation, please describe how the breadth requirement is going to be met.

The Core Breadth Requirement is available here:
https://myusf.usfca.edu/sites/default/files/FoNCCPBreadthRequirement.pdf

Your answer

If you are proposing a Cultural Diversity designation for this new course, please explain how each CD learning outcome will be met and how students will be assessed to determine whether or not they are achieving the CD learning outcomes.

Cultural Diversity Learning Outcomes are available here:
https://myusf.usfca.edu/sites/default/files/CD_Learning_Outcomes_0.pdf

Your answer

If you are proposing a Service Learning (SL) designation, please explain how each SL learning outcome will be met and how students will be assessed to determine whether or not they are achieving the SL learning outcomes.

Service Learning Outcomes are available here:

Your answer