

**NEWARK COLLEGE OF ARTS AND SCIENCES AND UNIVERSITY COLLEGE NEWARK  
REQUEST FOR CHANGE IN CURRICULUM**

*Please email an electronic copy of this form to Winsome Wynter at [ww253@andromeda.rutgers.edu](mailto:ww253@andromeda.rutgers.edu) in the Dean's Office.*

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Proposed course number and title: \_\_\_\_\_

2. Former course number and title: \_\_\_\_\_

3. Credits: \_\_\_\_\_

4. Contact Hours (per week): Lecture \_\_\_\_\_, Recitation \_\_\_\_\_,  
Laboratory \_\_\_\_\_, Field (per semester) \_\_\_\_\_

5. a. Does current Departmental planning call for the proposed course to be offered every semester: \_\_\_\_\_, one semester per year, one semester every other year \_\_\_\_\_, or only occasionally \_\_\_\_\_? How many sections of the course are expected to be offered each semester the course is scheduled? \_\_\_\_\_

b. What is the proposed maximum class size: Lecture \_\_\_\_\_, Recitation \_\_\_\_\_, Lab \_\_\_\_\_

6. Prerequisites and/or limitations on enrollment in course:

**COURSE DESCRIPTION**

7. Catalog Description (Please use language by which the average student can ascertain the nature and subject matter of the course):

8. Detailed outline of the Course Content, including a sample detailed syllabus, containing (1) the specific learning outcomes for the proposed course, (2) possible texts and other course materials, and (3) a sample schedule of readings and assignments. The schedule of readings and assignments should be at least weekly for courses to be offered in the Fall or Spring semester and daily for courses to be offered in Summer or Winter sessions. (Use attached sheets as needed)

### ROLE OF PROPOSED COURSE CHANGE IN COLLEGE CURRICULUM

9. Source of expected enrollment (%): majors \_\_\_\_\_ non-majors \_\_\_\_\_

From which departments are non-majors expected? \_\_\_\_\_

10. Graduation requirements met by this course:

**A. General Education:** Please indicate the general education requirements that the proposed course will satisfy:

History and Literature	_____	Social Sciences	_____
Natural Sciences	_____	Fine Arts	_____
Laboratory	_____	Interdisciplinary	_____
	_____	Humanities and Fine Arts (UCN only)	_____

**B. Major:** Please indicate the major(s) towards which the proposed course may be applied and whether it will be a required course for the major(s) (R) or an elective (E). If the proposed course may be applied towards a distribution requirement in a major, please indicate the relevant requirement.

**C. Minor:** Please indicate the minor(s) towards which the proposed course may be applied and whether it will be a required course for the minor(s) (R) or an elective (E). If the proposed course may be applied towards a distribution requirement in a minor, please indicate the relevant requirement.

11. Was this course or change requested by another department or program? If so, please indicate the requesting department or program.

12. If the proposed course may applied to a major or minor in another department, was requested by another department or program, or otherwise bears on the area of concern of another department or program, please attach statements of acknowledgement from the appropriate Department Chairperson or Program Director.

## **FUNCTION OF THE COURSE PROPOSAL IN THE DEPARTMENTAL PROGRAM**

14. Please be specific on the function of this change in the department's curriculum. How does this fit in with the department's long range planning and learning goals for its majors? How does the proposed course supplement or affect existing courses? Why is a new area being developed?

15. a. How will the new course be covered in addition to existing instructional obligations? Is it, e.g., being taught by a new full-time faculty member? Is it replacing another course previously offered regularly?

b. Will specialized facilities and/or equipment be needed for the course, e.g., laboratory, studio, library resources? If so, what is the plan for providing them?