REQUEST FOR A NEW COURSE
Valdosta State University

Date of Submission: (mm/dd/yyyy)

Department Initiating Request:	**Faculty Member Requesting:**
Proposed New Course Prefix & Number: (See course description abbreviations in the catalog for approved prefixes)	**Proposed New Course Title:** **Proposed New Course Title Abbreviation:** (For student transcript, limit to 30 character spaces)
Semester/Year to be Effective:	**Estimated Frequency of Course Offering:**

Indicate if Course will be : ☐ Requirement for Major ☐ Elective

Lecture Hours:	**Lab Hours:**	**Credit Hours:**

Proposed Course Description: (Follow current catalogue format and include prerequisites or co-requisites, cross listings, special requirements for admission or grading. A description of fifty words or fewer is preferred.)

Justification: Select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Include and/or append relevant supporting data.

☐ Improving student learning outcomes:

☐ Adopting current best practice(s) in field:

☐ Meeting Mandates of State/Federal/Outside Accrediting Agencies:

☐ Other:

Source of Data to Support Suggested Change:

☐ Indirect Measures: SOIs, student, employer, or alumni surveys, etc.

☐ Direct Measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

Plans for assessing the effectiveness of the course in meeting program's learning outcomes (i.e., how does this course fit within the current program assessment plan and what sorts of data will be collected and evaluated to determine if the course is meeting stated program or course outcomes?)

Data Sources:

☐ Indirect measures: SOIs, student, employer, or alumni surveys, etc.

☐ Direct measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

☐ Other:

Attach a course syllabus with course outcomes/assessments and general education outcomes/assessments.

Approvals:	
Dept. Head:	Date:
College/Division Exec. Comm.:	Date:
Dean/Director:	Date:
Graduate Exec. Comm.: (for graduate course):	Date:
Graduate Dean: (for graduate course):	Date:
Academic Committee:	Date:

Form last updated: January 6, 2010