

New Course

Please use this list to support the development of your proposal. The following questions are required, unless otherwise noted.

New Course Details

- New Course Number
(consultation with the Office of the Registrar is necessary)
- Course Title
(for use in Colleague, maximum of 30 characters in length)
- Course Level
- Credit Hours
- Course Short Title
- Class Capacity
- Elective Status
- Meeting Hours per Week
- Meeting Hours per Semester
- Repeatability
- Term Offerings
- Course is open to Undergraduate (Y/N)
- Course if open to Graduate (Y/N)
- Course is open to Program/Department Majors (Y/N)
- Course is open to Non-Program (Y/N)
- Course is open to Others (Y/N)

- Course Description

- Course Instruction Method (lecture or studio)

- Are there Pre-Requisites? (if so, please list)
- Are there Co-Requisites? (if so, please list)

- Can this Course be repeated? (Y/N)
- Are there Course Fees?
- Upload Course Syllabus

Additional Information

- Classroom Type
- Which of the programs learning outcomes/competencies does this course help achieve?
 - Please highlight in the Student Outcomes Assessment Plan and upload
- How does the new course reflect current development in the discipline?
- How does the new course enhance cohesion and/or comprehensiveness of the program curriculum?

- Was there input from faculty currently teaching the course?
- Was there input from the Curriculum Committee?
- Are other degree or minor programs affected by the revision of this course?
- Do other programs offer similar courses?
- What curricular need(s) does this new course address?
- Is the program impacted by the creation of this course?

Required Resources

- What physical resources will be needed for the course?
- Are these resources currently available?
- Will present library holdings support this course?
- Can the program and/or course be implemented with re-allocation or existing resources?
- Identify additional human resources needed to run the course (faculty, staff), as well as physical resources (space, equipment, technology) and library resources. How does the department propose that these additional resources will be provided?

Relationship With Other Programs

Discuss any benefits to and possible collaborations and sharing of resources with other departments and schools. Also discuss any possible negative effects of the proposed initiative on demand for other programs/departments at Pratt.

Uploads

Please upload the supporting documents:

- Upload your course syllabus
- Upload additional materials
 - Provide a title for this additional document.

Collaborate and Submit

The following questions will allow you to share, save & continue working and submit your complete revision.

Once your chair, department curriculum committee and school committee have reviewed the submission you will be able to submit for final approval.

On this submission, the next step in the process is: **Draft: Author** (*this will change depending on the stage of review*)

- Would you like to share a read-only link to this online course revision?
- Would you like to share a read/write link to this online course revision?
- Revision Status: change this status from 'working draft' to 'Ready to Submit' to submit your work.
- Optional comments