

## I. New course proposals:

- a. Include a/Subt57499 of tP 53.06 0 of-2w87 ( tP 8 (f97499 o)199 o)18 (f974w)yt12w87 ( tP 8 9 (p)1.6)2.3 ( no)1.8 (f-2wv)B

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approval for new numbers.

- iii. Course title
  - iv. Credit hours - If a variable credit course, note the credit range (e.g. 1-3)
  - v. Equated course, if applicable (e.g. SWK-110 is equated or equal to SOC-265)
    - 1. If another course is equated, identify which course is the "parent"
  - vi. Pre-req and/or Co-req information
  - vii. Rotation of course info:
    - 1. Semester Options: Fall, Spring, Summer, or ADD (at discretion of department)
    - 2. Year Options: Odd or Even
  - viii. Effective term to start offering course (*cannot be prior to the next catalog year in the cycle that the proposal is being considered for*)
- b. Here are examples of "catalog ready" NEW COURSES for a proposal:

### Example 1:

#### COM 246 News Reporting and Writing 3 Credits

Prerequisite: ENG-112 or faculty permission. News Reporting and Writing is an introductory course that covers the two main tenets of journalism-reporting and writing the news. Students will evaluate news and newsworthiness. They will discuss and practice interviewing, reporting and writing various types of stories.

OFFERED: FALL

EFFECTIVE: Spring 2023

### Example 2: Equated course(s):

#### SCI/GLS 305 Global Perspectives in Environmental Science 3 credits

**Course Description:** This course covers current issues in environmental science using a global lens. This course will explore the science of environmental impact on ecosystems and human health, focusing on key international issues. Topics may include the human population, agriculture and water use, global famine, deforestation, climate change, fire, and poverty.

REQUISITES: NONE

OFFERED: ADD

EFFECTIVE: Fall 2022

**Note:** SCI 305 will be parent course.

### Example 3: Variable credit course:

#### ART-381 Special Topics: Indianapolis Art Center 1-2 Credits:

These select courses are held at the Indianapolis Art Center and are available for college activity credit. For more information, contact the Department of Art and Design, the Office of the Registrar, or the Indianapolis Art Center. Studio fee required. Depending on the course, student may enroll for one to two credits. These credits do not count toward the Studio Art or Graphic Design majors or minors.

REQUISITES: NONE

OFFERED: ADD

EFFECTIVE: Spring 2023



## Catalog Ready Course Proposal Examples

### II. Modification/Revision



#### IV. New courses, modification/revision of courses, and deleted courses impacting programs:

- a. Include updates to the program description if course requirements/options have changed due to course proposal changes:

**Example 1:**

**Changes to program:** Change theology and pastoral leadership major requirements to reflect creation of a new theology core for THL and PAL majors, I