



# Course Proposal Form ONE-TIME APPROVAL

Revised: November 2017

Date: \_\_\_\_\_

**Directions:**

- Fill out this form completely and then print it. Please do not staple form, use paperclip only.
- Attach detailed course syllabus that includes:
  - *student learning objectives*
  - *Common Curriculum learning outcomes (as needed)*
  - *a list of textbooks and/or assigned readings, a list of weekly or daily topics, grading criteria*
  - *Honor Code [statement](#)*
  - *Accommodations for Students with Disabilities [statement](#)*
- Obtain the necessary signatures as indicated on the signature page.
- Send proposal and attachments to: Dean of Academic Departments and Programs, S&E Center, S-100, Attn: Carol Cichy.
- If requesting Common Curriculum credit, submit an electronic copy of this proposal and attachments to the Director of General Education at [education@union.edu](mailto:education@union.edu)
- Courses proposed to satisfy the QMR and SET requirement must include additional information and sample problems ([form](#)).

1. Home department or Interdisciplinary program

\_\_\_\_\_

2. Other departments or Interdisciplinary programs for which the course will count toward the major or minor.

\_\_\_\_\_

3. Proposed course number

\_\_\_\_\_

4. a. Short course title (maximum 29 letters and spaces) for registration materials.

\_\_\_\_\_

b. Long course title (if different)

\_\_\_\_\_

5. Course description for catalog

\_\_\_\_\_

6. Proposed instructor(s): Tenure-track faculty; Lecturer; Multiple-year visitor; Other department faculty, indicate department. **A course cannot receive permanent approval if taught only by an adjunct or one-year visitor; request one-time approval in such cases.**

---

Name

---

Department

---

Title

---

Name

---

Department

---

Title

---

Name

---

Department

---

Title

---

7. a. Prerequisites to this course (if none, please indicate).

---

b. Are there other special restrictions on admission to this course?

---

c. Courses to which this course is a prerequisite.

---

8. Level of audience (check all that apply)

\_\_\_\_\_ First-Year    \_\_\_\_\_ Sophomore    \_\_\_\_\_ Junior    \_\_\_\_\_ Senior

Describe the expected enrollment of the course including total number of students expected to take the course and the number that will be majors in the same home department or Interdisciplinary program as the course.

---

9. What term and year will the course go into effect?

\_\_\_\_\_ Term    \_\_\_\_\_ Year

Anticipated frequency?

\_\_\_\_\_ Every Term    \_\_\_\_\_ Two Terms Per Year    \_\_\_\_\_ One Term Per Year    \_\_\_\_\_ Alternate Years    \_\_\_\_\_ \*Other

\*Other, please explain:

---

10. a. What course(s), if any, will be dropped in order to offer this course?

---

b. If an existing course is not being dropped in order to offer the proposed course, how will this affect the current course offerings? Please explain.

---

11. Please indicate if the amount of class time is expected to differ from the standard course scheduling blocks (e.g., 65 min 3/week; 105 min 2/week). Indicate whether attendance at laboratory or extra class meeting sessions will be required.

---

If this course is intended to carry less than a full course credit, please indicate your rationale.

- 
12. a. Will additional library resources be needed?  Yes  No
- b. Will additional computing resources from outside the department be needed?  Yes  No
- c. Will additional laboratory resources be needed?  Yes  No

If **YES** to any of the above, describe how they will be obtained in the space below.

13. Will you apply for Common Curriculum credit? Please follow these steps.

1. Check all designations sought for approval.
2. **Explain in the space provided below** how this course addresses the **Common Curriculum Learning Outcomes A, B and C**. Click [here](#) for information on Learning Outcomes.
3. Explain in your syllabus how this course addresses the **Category Content Requirements**. Click [here](#) for information on Category Content Requirements.
4. **SEE SPECIAL INSTRUCTIONS FOR QMR AND SET AT <https://www.union.edu/offices/gen-ed/program-administration/forms-policies/>**

**SUBMIT AN ELECTRONIC COPY OF THIS PROPOSAL AND ATTACHMENTS TO THE DIRECTOR OF GENERAL EDUCATION AT [education@union.edu](mailto:education@union.edu)**

**COURSE WILL NOT COUNT FOR COMMON CURRICULUM CREDIT WITHOUT THIS APPROVAL.**

**Common Curriculum Credits**

**Approved**

**HUL**  
\_\_\_\_ (Literature) \_\_\_\_\_

**LCC**  
\_\_\_\_ (Languages and Cultures) \_\_\_\_\_

**SCLB**  
\_\_\_\_ (Natural Sciences with Lab) \_\_\_\_\_

**QMR**  
\_\_\_\_ (Quantitative and Mathematical Reasoning) \_\_\_\_\_

**SET**  
\_\_\_\_ (Science, Engineering and Technology) \_\_\_\_\_

---

14. Will you apply for WAC credit? WAC forms/guidelines are available at <http://www.union.edu/Resources/Academic/WAC/>. Submit form to [Joe Johnson](#), Director of the Writing Programs.

**WAC**  
\_\_\_\_ (Writing Across the Curriculum) \_\_\_\_\_

---

**REMINDER**

Please attach a detailed course syllabus that includes student learning objectives, a list of textbooks and/or assigned readings, the Common Curriculum learning outcomes, a list of weekly or daily topics, and the grading criteria. If the course is to count for Common Curriculum QMR credit or is a SET course, please include sample problems.

## REQUIRED SIGNATURES

**Chair or director of home department *OR* interdisciplinary program**

**Date**

**Director of Interdisciplinary Studies**

**Date**

- Required if the course home is an Interdisciplinary Program, or has no departmental or program home

**Directors of interdisciplinary programs *OR* chairs of other departments for which course also counts, if any**

**Name of interdisciplinary program *OR* other department**

**Date**

**Director of International Programs**

**Date**

- Required if the new course will be part of a Union College study abroad program or is a new mini-term

**Director of General Education**

**Date**

- Required if this course is to count for Common Curriculum credit
- Did you submit the proposal and attachments to [education@union.edu](mailto:education@union.edu)

**Dean of Academic Departments and Programs**

**Date**

### **Interdisciplinary Studies Directors (2017-18)**

Africana Studies	Brian Peterson(HST)	Film Studies (minor)	Michelle Chilcoat (MLL) Andy Feffer (HST)
American Studies	Ken Aslakson (PSC)	Gender, Sexuality & Women's Studies	Jillmarie Murphy (EGL)
Asian Studies	Bunkong Tuon (MLL)	Jewish Studies (minor)	Peter Bedford (REL)
Biochemistry	Nicole Theodosiou(BIO) Brian Cohen (BIO)	Latin American & Caribbean Studies	Guillermina Seri (PSC)
Biomedical Engineering	Jennifer Currey (ECBE)	Nanotechnology (minor)	Palmyra Catravas (ECBE) Mike Hagerman (CHM)
Computational Methods (minor)	Nicholas Webb (CS)	Neuroscience	Quynh Chu-LaGraff (BIO)
Digital Media (minor)	Aaron Cass (CS) David Ogawa (VA)	Religious Studies	Peter Bedford (REL)
Energy Studies (minor)	Ann Anderson (ME)	Russian & East European Studies	Kristin Bidoshi (MLL)
Environmental Engineering (minor)	David Gillikin (GEO)	Science, Medicine & Technology in Culture	Mark Walker (HST)
Environmental Policy	David Gillikin (GEO)	World Musics (minor)	Jennifer Matsue (AMU)
Environmental Science	David Gillikin (GEO)		