**CURRICULUM PROPOSAL FORM: NEW COURSE**

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| **Title of Proposal:** | … |
| **Author of Proposal:** | … |
| **Author’s home department:** | … |

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| **Required Supporting Documents**  **The following required\* documents must be uploaded to the CC** [**Sharepoint**](https://aupedu.sharepoint.com/sites/CurriculumCommittee/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FCurriculumCommittee%2FShared%20Documents%2FCurriculum%20Proposal%20Inbox)  Please name your document with your last name, type of proposal, title of proposal and document type (e.g. HOBART New Course Fabulous Renaissance Cover Letter) |
| **\***This cover sheet completed with all signatures and dates  **\***Minutes of departmental meeting  **\***Complete syllabus, along with the number and nature of classroom hours (is there a visiting period or a lab, for example) and the learning outcomes and assessment methodology for the course  **\***New resources needed (ARC, ITS, Library, Faculty). Where new resources are needed, include a PDF of the ARC director, IT Director, University Librarian, or Provost’s response email.  Updated assessment documents if curricular modification  RÃ©sultat de recherche d'images pour "insert text from file"If you need admin support to finalize your proposal, please contact Lilyana Yankova at [lyankova@aup.edu](mailto:lyankova@aup.edu)  Use the Text from File function under Insert/Object/Text from File to insert your files into this word document. |

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| **Course Titles**  Please provide new title information in both English and French. 50 characters max (including spaces). | |
| Title in English | … |
| Title in French | … |

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| **Catalog Course Description**  (60 words or less) including prerequisites |
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| **Longer Course Description**  (200 words or less) including prerequisites |
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| **Degree Requirement Rationale**  Describe where on the department degree requirement sheet the course should fit. Is it a core course or an elective? Does it count towards a minor? If the course also counts towards another department’s degree requirements, please explain its role in that degree too. |
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| **Course Replacement**  What course(s), if any, will it replace? |
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| **Pre-requisites**  Are there any pre-requisites? If yes, which? |
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| **Course Level and Number of Credits**  What level is the course? 1000, 2000, 3000, 4000, 5000? How many credits is the course worth?  (Credit verification is required by Middle States. We need to demonstrate that a 4-credit class is worth four credits, etc.) |
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| **Previous Topics Course**  Was the course offered as Topics before? If yes, how was the enrollment? |
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| **Semester that Course Will Next Be Offered**  When will the course be offered next? New courses will be offered with their new course codes in the upcoming semester but only once approved by Senate and once MEMO is published. The course will be integrated in the Academic Handbook in the following academic year. |
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| **Impact on University Resources**  Reminder, where new resources are needed, include a PDF of the ARC director, IT Director, University Librarian, or Provost’s response email. |
| Does this proposal require new library resources? ([library@aup.edu](mailto:library@aup.edu)) |
| Yes  No |
| Does this proposal require any IT resources for this course? ([helpdesk@aup.edu](mailto:helpdesk@aup.edu)) |
| Yes  No |
| Does this proposal require any additional resources from ARC? ([arc@aup.edu](mailto:arc@aup.edu)) |
| Yes  No |
| Does this proposal require any new faculty? |
| Yes  No |
| Does this proposal require other new resources? |
| Yes  No *If yes, please elaborate below.* |
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| **Use of Paris in our Curriculum**  Does this curricular change impact or change the strategic pedagogical use of Paris or its environs in the program in question? |
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| **Alignment with Program Learning Outcomes**  Demonstrate alignment with program learning outcomes using the curriculum alignment matrix for the program(s) (including general education) that this course will serve. |
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| **Global Liberal Arts Core Curriculum Requirement** – Do you wish this course to be considered for qualification as a course that fulfills a GLACC requirement? | |
| **Yes** | **No** |

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| **Approvals** | | |
| **Graduate Program Director Approval**, if applicable | | |
| **Graduate Program Director’s Signature** | | **Date** |
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| **Approved** | | **Not Approved** |
| **Graduate Program Director’s Comments** | | |
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| **Department Chair Approval** | | |
| **Department Chair’s Signature** | | **Date** |
|  | |  |
| **Approved** | | **Not Approved** |
| **Department Chair’s Comments** | | |
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| **Curriculum Committee Approval** | | |
| **Curriculum Committee Chair’s Signature** | | **Date** |
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| **Approved** | | **Not Approved** |
| **Comments** | | |
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| **Academic Affairs Approval** | | |
| **Associate Dean’s Signature** | **Date** | |
|  |  | |
| **Approved** | **Not Approved** | |
| **Comments** | | |
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