CEDAR CREST COLLEGE
UNDERGRADUATE NEW COURSE PROPOSAL
FOR SUBMISSION TO THE
COMMITTEE ON UNDERGRADUATE EDUCATION

Procedure for submission to CUE:
• This form should be signed by the faculty member and reviewed and signed by the chair of the department in which the course is housed.
• The faculty member should provide one original signed copy and one electronic copy of the completed form to the Chair of the Committee on Undergraduate Education.
• The faculty member should send an electronic copy of the completed form and accompanying documents to the Registrar and the CUE chair.

Procedure for review and approval:
• CUE will review the proposal and will contact the faculty member if additional information is necessary.
• If CUE approves the proposal, the original signed copy is forwarded to the Provost for review.
• If the Provost approves the proposal, the original signed copy is given to the Registrar and the Chair of CUE is notified to bring the proposal, via the Faculty Council, to the Faculty for review and approval.

NOTE: Faculty proposing existing courses or special topics courses for LAC designation should not use this form. Instead, they should complete the appropriate template for submission of LAC courses, available on the Faculty web page under Faculty Information as “LAC Content Area Form” or “LAC GS-ETH-Wri Form”.

SUGGESTED NUMBER (a consultation with the Registrar is required):

TITLE:

CATALOG DESCRIPTION:

PREREQUISITES:

RECOMMENDED COURSE CAP: _____
Comments:

COURSE FORMAT (Check all that apply):
6. Other (specify) _____
CREDITS:
Number of Student Credits: _____ Number of Teaching Credits: _____

FREQUENCY OF OFFERING
Each semester _____ Annually _____ Alternate Years _____ Other (specify) _____

CURRICULAR INFORMATION
Is the course proposed for departmental major, minor, concentration, or program? _____
If yes, please describe:

Is the course proposed for a Liberal Arts Requirement? _____
If yes, please check only one of the following:
1. ART _____ 2. HUM _____ 3. ML _____ 4. SCI _____ 5. SS _____ 6. GS _____ 7. ETH _____ 8. WRI
Is the course proposed for WRI2? _____

Please consult the Liberal Arts Curriculum Assessment Plan and Guide for Faculty, available on the
Faculty web page under Faculty Information, for a description of each designation. For courses proposed
for the Liberal Arts curriculum, a completed copy of the appropriate template for submission of LAC
courses must accompany the course proposal itself. Copies of the assessment templates are available on
the Faculty web page under Faculty Information. If you are submitting a course in one of the content
areas (Arts, Humanities, Mathematics and Logic, Sciences or Social Sciences), please use the LAC
Content Area Form; if you are submitting a course in Global Studies, Ethics or Writing, please use the
LAC GS-ETH-Wri Form.

ADDITIONAL INFORMATION
Please attach to this form as complete a syllabus of the course as is available. Syllabus guidelines are
available on the Faculty web page under Faculty Information.

Has this course been offered as a Special Topic? _____
If yes, comment on the results (e.g., enrollment, grade distribution, modifications to be made in future
offerings of the course).
If this course has the potential for content overlap with other courses offered by the department or by other departments, please address the question of content overlap. If the overlap involves other departments, please speak with the involved chair(s) and describe the results of that conversation here.

RESOURCES:
A discussion with the Director of the library has occurred and reveals that:

- The library’s current resources (books, periodicals, electronic, audiovisual, including databases) are adequate to support the course.

- Additional supporting materials will need to be purchased.

If the latter, please specify the nature and estimated cost of additional materials.

Please comment on the impact this course will have on departmental finances, personnel, and the rotation of courses for the associated academic program(s). If the faculty member is currently teaching a full load, please describe financial resources needed to replace the faculty member in his/her current courses.

SIGNATURES

Presented by: ___________________________________  Date: ___________

Recommended by: ________________________________  Date: ___________
(Department Chair)

Recommended by: ________________________________  Date: ___________
(Committee on Undergraduate Education)

Recommended by: ________________________________  Date: ___________
(Provost)