
PROPOSAL FOR ADDING A COURSE TO THE CURRICULUM

**Kentucky Wesleyan College
Academic Policies Committee**

Originating Division _____ Originating Discipline _____

Instructor: _____ Course Title: _____

Suggested Level -1000, 2000, 3000, 4000 (circle) and number of credit hours – 1, 2, 3, 4 (circle)

Status of the Course: Permanent ____ Summer Only ____ Winter Term Only ____

Semester and Year for Initiating the Course: _____ Estimate course enrollment _____

Will this be a required ____ or elective course ____? How often will it be given: _____ Pre-requisites needed: _____

1. Does this course replace an existing? If so, which one? _____ If not, why should the College add this course to its curriculum?

2. Does this course represent additional faculty load? Yes ____ No ____
If no, how will it be staffed?

If yes, what will be the staffing needs be?

3. In what manner does the course content harmonize with the mission of Kentucky Wesleyan College?

4. How does this course fit into specific purposes and functions of your disciplinary course offerings? List the specific Course Learning Outcomes. How do they support the Academic Program Learning Outcomes?

5. Why is the suggested course level appropriate? For example, if the proposed course is taught at the sophomore level, how is it more advanced than a freshman course and how does it prepare students for junior-level work?

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- 7. Estimate the additional resources (Physical Facilities, Teaching Aids, Library Purchases, etc.) which the addition of this course will require.

- 8. Do you intend to have this course meet a general education requirement? If so, what general education competencies (Learning Outcomes) would be met with this course?

- 9. Describe how you have explored possible overlap with courses in other disciplines. What other disciplines if any, have you consulted? To what conclusion?

- 10. Course description as it will appear in the catalog (include prerequisites):

PLEASE ATTACH A DRAFT SYLLABUS THAT INCLUDES: Course objectives, Learning Outcomes to be assessed, topics to be covered, anticipated texts to be used, and anticipated course evaluation plan – including quizzes, exams, papers, projects, etc. as appropriate.

Signature of person(s) proposing this course addition: _____

Originating Discipline: _____

1. Program Coordinator: _____ Date: _____
(for the Program where this course will reside)

2. Divisional Chairperson _____ Date _____

Possible overlap area(s):
Divisional Chairperson _____ Date _____

Discussed with Academic Dean:

3. Provost/Vice President _____ Date _____
Of Academic Affairs

Academic Policies Committee:

4 Chairperson _____ Date _____

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Faculty Approval Date: _____

Note: Persons signing this form but desiring to comment may write on the reverse side of this page.