



New Course Proposal Form

Date of Proposal Submission: _____

Division: _____ Department Major: _____

Course Title: _____ Credit Hours: _____

Please attach the course syllabus in the standard University syllabi format to this proposal.

1. Justification

Please explain why this course is being proposed, how it pertains to the Mission of Wilberforce University, and its relationship with in both the University and Academic Affairs strategic plans. (Attach additional documentation if necessary)

2. Catalogue Data and Description

Proposed Course Number _____

Planned Pattern of Offering: Fall ___ Spring ___ Alternate Years ___ On Demand ___

Course Description as it will appear in the University catalogue. Please limit to 100 words or less.

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Revised: 10/28/2014



3. Credit Hour Justification

- a. Please provide information about the Instructional hours per week required for this course. Note 1 Credit hour represents a total time commitment of ~1 hour (50 minutes) of classroom time or ~3 hours (2 hr and 50 minutes) of laboratory/studio time for the student. If this is a distance learning / hybrid course, please complete section 6 instead of this section.

Classroom Hours	Hrs	Laboratory/Studio Hours	Hrs
Lecture Hours per Week		Laboratory Hours per Week	
Recitation Hours per Week		Studio Hours per Week	
Seminar Hours per Week		Other (see b)	
Other (see b)			
Total Weekly Classroom Hours		Total Weekly Lab/Studio Hours	
TOTAL Credit Hours			

- b. Please provide an explanation of other for instructional hours.
- c. If this is a variable credit hour course, please explain how the number of credit hours will be award related to the amount of student effort required.

4. Students

Anticipated student enrollment each semester _____

Please provide the rationale for how this number was determined including student enrollment data, if the course is to be required for a major, and student survey data.



5. Budget

Please provide a budget per semester for offering one section of this course. Include in the budget: cost for human resources (full time faculty member or adjunct), cost for technology support including the purchase of any software needed (if applicable), cost for laboratory supplies (if applicable), cost for specialized equipment (if applicable) and any additional costs.

6. Distance Learning/Hybrid

- a. Please provide information about the Instructional per week required for this course. Note 1 Credit hour represents a total time commitment of ~1 hour (50 minutes) of classroom time or online time or ~3 hours (2 hr and 50 minutes) of laboratory/studio time for the student.

Instructional Hours in Class	Hrs	Instructional Hours Online	Hrs
Lecture Hours per Week		Interactive Lecture Hrs per Week	
Recitation Hours per Week		Recorded Lecture Hrs per Week	
Seminar Hours per Week		Live Chat Hrs per Week	
Other (see b)		Discussion Board	
		Other (see b)	
Total Weekly In Class Hours		Total Weekly Online Hours	
Laboratory Hours per Week			
Studio Hours per Week			
Other (see b)			
Total Weekly Lab/Studio Hours			
TOTAL Credit Hours			

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b. Please provide an explanation of other for instructional hours.

7. Approvals

Signature of Dean _____ Date _____
Division Approval

Signature of Chair _____ Date _____
Academic Policies Committee Approval

Signature of VP for Academic Affairs _____ Date _____
Faculty Approval

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