Purpose: The College Curriculum Council is a faculty committee charged to review curricular offerings to ensure that academic standards and the goals of the undergraduate curriculum are met. The information requested below helps the CCC to meet this goal, as well as to promote clear communication between faculty and students concerning the content and expectations of courses and to coordinate course offerings among departments, programs, and centers.

Completing and Submitting the Form: Sections I, II, III and IV should be completed by the faculty member(s) developing the proposal; section V should be completed by the department Chair. Please type or print clearly if completing a paper copy of the form. To fill out the form using a recent version of Microsoft Word, tab into a field and type.

Guidance for completing the proposal may be found in “Guidelines for New Course Proposals to the College Curriculum Council,” available online at http://www.brown.edu/Administration/Registrar/FacStaff/crsPropGuidelines. If you are completing the form in WORD, abbreviated help for individual fields is available by pressing the F1 key (Windows) or the Help key (Macintosh) while in the field.

Please submit the original and 10 complete copies (preferably two-sided) to Lora Rossi, Office of the Registrar, Box K.

Department: ____________________________________________

Title of Course: ____________________________________________

Instructor(s): _____________________________________________

Instructor Title(s): _________________________________________

If above title(s) represents a new appointment, has approval been secured from the Dean of the Faculty or, where appropriate, the Dean of Biology and Medicine? Yes ☐ No ☐

N.B.: Normally, graduate students do not assume full responsibility for courses. When it is necessary to staff a course with a graduate student, a course proposal with a syllabus, reading list, and C.V. is required even for regular listed courses and must be accompanied by justification for the staffing and evaluations of previous teaching experience.

I. Course Type and Description:

1. Please check the boxes that apply to this course:

☐ New Course ☐ Revised Existing Course ☐ New Section of an Existing Course

☐ First Year Seminar ☐ Limited Time Offering (only 1 or 2 years)
2. Course Description as it would appear in the Banner Course Listing (maximum 150 words, please). Please include prerequisite information, either recommended or required, and, if enrollment is limited, what selection criteria will be used should the class be oversubscribed (see Guidelines, III, Banner Description).

3. Extended Description – the Banner Course Listing is necessarily brief and often assumes specialized knowledge in the discipline. The committee members generally do not have such background and would appreciate an extended description if the Banner Description might appear cryptic to the general reader.

4. Who should benefit from taking the course?

II. Objectives, Content, and Assessment: In order for the CCC to understand your course content and your expectations of students, please attach a syllabus that addresses the following topics. If a syllabus is not yet prepared, please check this box □ and supply responses below (see Guidelines, IV, Educational Objectives and Guidelines, IX, Workload).

1. What are the educational objectives of the course?

2. What skills do you expect students to develop (e.g. reasoning, verbal and written expression)?
3. Provide a tentative reading list. It need not be definitive, complete, or scheduled by week or class but it should be sufficient to help the committee understand the course content.

4. Describe the course workload. The amount and type of work expected of our students varies with the general area of study (humanities, creative arts, sciences, etc.) and the level of the course. Courses at the 1-999 level are intended for freshman and sophomores, while courses at the 1000-1999 level are more advanced. (See Guidelines, IX. Workload for reading, writing, and examination assignments appropriate to these levels of instruction.)

   Reading (pages per week):
   Laboratories:
   Writing assignments (number, length):
   Other assignments:
   Examinations:

5. Describe how students’ course work will be evaluated to determine the final grade. Please do so in terms of percentage weighting for each component of the workload with the sum of percents equaling 100%.

III. Course Pedagogy:

1. Identify the type of instruction:
   □ Lecture  □ Lecture/Discussion  □ Lecture/Laboratory
   □ Seminar  □ Other ________________________________

2. Do you expect to request a writing fellow for this course? □ Yes  □ No
Course Proposal to the College Curriculum Council:

3. Does the course include a site-based or community-based learning component? □ Yes   □ No
   If so, have you contacted the Swearer Center? □ Yes   □ No
   Does the course include mandatory field trips? □ Yes   □ No
   (Please see Guidelines, XII. Community Based Learning for guidance on requirements for and restrictions on such activity.)

4. Will your course use a web site, either a MyCourses site or another style? □ Yes   □ No
   Will your syllabus be posted on that site? □ Yes   □ No

5. The CCC is interested in how instructors and departments assess achievement of course objectives. How, other than the performance of your students in the assignments, might you assess whether you have achieved your objectives for the course?

IV. Course Logistics

1. Semester in which the course is to be offered initially:
   □ Fall   □ Spring   Academic Year: _____–_____

2. Number of class hours/week: _________

3. Preferred meeting time:
   Standard time: (select one)
   or Nonstandard time: ____________________________________________

4. Grading Option: □ ABC/NC   □ Mandatory S/NC
   (See Guidelines, VII. Grading Considerations.)

5. Course Level (see Guidelines, X. Course Level, Guidelines, IX.A.1, and Guidelines, IX.B.1):
   This course should be:
   □ Open to all undergraduates (course numbers 1-999)
   □ Open to advanced undergraduates and graduate students (course numbers 1000-1999)
   □ Open to students in the Medical School
   □ Restricted to:   □ freshmen   □ sophomores   □ juniors   □ seniors
   □ Restricted to students with declared concentration in: __________________________
   Should the Banner system enforce these Course-Level registration restrictions? □ Yes   □ No
Course Proposal to the College Curriculum Council:

6. **Required Prerequisites**: Courses, particularly those numbered 1000 or above, typically require prerequisites. If these prerequisites can be expressed in terms of specific courses at Brown, then the Banner registration system can enforce them. Students lacking the prerequisites will be unable to register for your course and will need to seek an override from you prior to registering. Please note that you should only list the prerequisites that you intend Banner to require for the course. If a prerequisite is suggested, but not required, please list the suggested courses as part of your course description, e.g., "MATH0100 is suggested, but not required." Similarly, broad general prerequisites that cannot be expressed in specific Brown course numbers should be explained in the course description (see [Guidelines, V. Enrollment Policies](#)).

7. Are you requesting an enrollment limit? ☐ Yes ☐ No

8. If limited, what size limit is requested? ______
   If the limit is requested for pedagogical reasons, please supply the rationale; if the limit is due to a lack of resources, either personnel (TAs, technicians, etc.) or facilities, requests for enrollment limitation should be directed to the Dean of the Faculty (see [Guidelines, V. Enrollment Policies](#); also see [CCC Guidelines for Course Enrollment Limits](#) available at [http://www.brown.edu/Administration/Registrar/FacStaff](http://www.brown.edu/Administration/Registrar/FacStaff)).

9. Is written permission required? ☐ Yes ☐ No
   If written permission is required, please state the rationale for requiring it. *(Note: Written permission is **NOT** required for limited enrollment courses – the Banner system will impose enrollment limits automatically. Written permission is usually required to confirm prerequisites or to facilitate meeting prospective students, but not as an enrollment limiting mechanism. Please see [Guidelines, V. Enrollment Policies](#).)*

10. We strongly suggest that you consult with the appropriate subject specialist librarian prior to proposal submission to assure library support for this course. You can find a list of subject specialists at: [http://www.brown.edu/Facilities/University_Library/disgroups/specialists.php](http://www.brown.edu/Facilities/University_Library/disgroups/specialists.php)

   Are library resources adequate to support this course? ☐ Yes ☐ No

   Name of librarian consulted: ________________________________
11. If more than one faculty member will teach, how will the teaching responsibilities be divided? Who will be responsible for the overall coordination the course?

V. Departmental Course Review. Departments, Programs, and Centers employ a variety of approaches to curriculum review. Questions in this section may be answered by the Chair of the academic unit's curriculum committee, the academic unit's Chair or Director, or another individual, as appropriate to the practices of the academic unit.

The Department Chair's signature indicates that each of the topics below has been considered at the departmental level.

<table>
<thead>
<tr>
<th>This course proposal has been reviewed by</th>
<th>☐ Department/program curriculum committee ☐ Department chair/program director ☐ Other ( )</th>
</tr>
</thead>
</table>

The departmental review evaluated the proposed course's fit into the departmental curriculum in terms of content, course level, and class size: ☐ Yes ☐ No

Is the proposed course a topics course (that is, under this course number, do topics vary by section)?
- If yes, is the proposal for
  - ☐ One particular section (topic), or
  - ☐ The general rubric for multiple topics?

The suggested Banner course number for the proposed course is: [ ]

If the proposed course is a general rubric for topics courses, is it repeatable for credit?
- If yes, how many times may it be taken for credit? [ ]

Should this course be considered for listing as a Liberal Learning course? (See Guidelines, VI.A LL and DP Courses.) ☐ Yes ☐ No

Should this course be considered as a Diversity Perspectives course? (See Guidelines, VI.B LL and DP Courses.) ☐ Yes ☐ No

Should this course be listed as a First Year Seminar? ☐ Yes ☐ No

The course prerequisites have been reviewed and are appropriate and consistent with departmental standards (see Guidelines, XI): ☐ Yes ☐ No

Is offering the course contingent on special funding? If special funding is needed for the course, please identify the source of such funding. N.B.: CCC action does not convey funding approval (see Guidelines, XIII). ☐ Yes ☐ No

Funding source:

If the course requests an enrollment limit, does the department endorse the limit? ☐ Yes ☐ No ☐ N/A
If outside lecturers are to be included, is there a plan to integrate them into the rest of the course? □ Yes □ No □ N/A

Will the course employ supervised graduate or undergraduate TAs? □ Graduate TAs □ Undergraduate TAs □ No TAs

**Banner Transcript Title:** The Banner transcript will allow 30 characters, including spaces, for a course title. If you wish to specify the abbreviated title to appear on the transcript, please do so using up to 30 characters:

________________________________________________________

**Signatures:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Rank</th>
<th>Date</th>
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<tbody>
<tr>
<td>Proposer</td>
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<tr>
<td>2nd Dept. Chair</td>
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