

New Course Guideline

Before taking action in CIM, please complete the following form. The purpose of this form is to ensure adequate resources are available and there is a plan to offer this new course (per Title 5 requirements). Please work with your department chair, other discipline faculty, and Dean to provide accurate information.

Basic Course Information:

Division Career Education Liberal Studies Math, Science, etc.

Public Safety Student Services

Department *Click here to enter text.*

Potential Title: *Click here to enter text.*

Units *Click here to enter text.*

What purpose will the course serve? (Evidence of need/justification)

Click here to enter text.

Brief Course Description

Click here to enter text.

Graduation Requirement / GE Area it would likely fulfill

Click here to enter text.

Course Level Noncredit Credit (not degree applicable)

Degree-applicable Transferable

Enrollment Projections *Estimated number of students to register for the course per semester.*

Department Capacity:

Projected Cost *Deans: Request a cost out report from Academic Data Specialist (Laura & Blanca*

Faculty Workload *Are current full-time faculty members able to sustain the additional course?*

Consider FT & PT load, ask Division Admin for SYSEFTE Report for Personal "Load"

Considering the Enrollment Data and Projected Cost above, is it financially feasible for the department to offer this course? Yes No

Course Offering:

Can the course be realistically offered at least once every two years or more frequently if required in a low-unit certificate?

Click here to enter text.

What other course offerings will be reduced or deactivated to allow for the new course?

Click here to enter text.

Please complete the Course Scheduling Form for the appropriate department [found here.](#)

Programs Impacted:

What programs will this course be added to?

Include Program Title and Award Type. Ex: American Sign Language - AA

Does this course require a new program to be created?

If yes, what other courses will be included in the new program and what type of program will it be?

If the above information supports the creation of the course please submit the course proposal in CIM to begin the curriculum process.