**Writing and submitting new course proposals**

New course proposals are submitted online using curriculum management software by the department program coordinator, Jennifer Miller. Below please find the information needed to create and submit a new course proposal.

1. Course prefix and number (ex. JAPAN 111)

2.  Course title (ex. First-Year Japanese)

3. Abbreviated title (ex. 1ST-YR JAPANESE)

4.  First effective quarter (when you hope to first offer the class). [Proposal deadline information.](https://registrar.washington.edu/curriculum/application-deadlines/)

5.  Course description (what will appear in the course catalog about the course)

6.  Course prerequisites (will appear in course catalog)

7.  [Areas of knowledge](https://www.washington.edu/uaa/advising/academic-planning/general-education-requirements/areas-of-knowledge/)? (VLPA, I&S?)[DIV](https://www.washington.edu/uaa/advising/academic-planning/general-education-requirements/diversity/)?

8.  Justification statement - indicate the need for this course and discuss concerns that this need is not currently being met by existing courses at the University of Washington. Discuss impact of course within department and within the University. Consider how this course will affect other University programs.

9.  How many credits?  Fixed, variable, or a range of credits?

10.  Is this course repeatable for credit?  Up to how many?

11.  How many hours per week will students be in class?  How many hours per week do you expect them to spend doiong readings/homework?

12.  Evaluation details / grading rubric - How are students to be evaluated? Participation should be no more than 15%.  Everything should add up to 100%.

13.  Standard/Credit/No credit grading OR only Credit/No Credit grading?

14.  Learning objectives.  (Answer the question, "By the end of this course, students should be able to:.....). Should be five to ten objectives.

15. A course syllabus.

This webpage shows you what the online proposal template looks like:

<https://helpcenter.uw.edu/uw-curriculum-management-system/uw-curriculum-management-quickguides/new-course-proposals/>

**New course proposal workflow:**

Once you have the necessary proposal answers and syllabus, please send these digital documents to your program faculty, the Associate Chair, and the Undergraduate Education Committee (for undergrad courses) or the Graduate Adm. and Education Committee (for grad courses) for feedback.  Once everyone has signed off and agreed on the details of the new course, please send me the proposal and the syllabus to submit online.  The proposal will then be sent to the Associate Chair, Dean’s Office, and two university curriculum committees for evaluation and approval.