**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 you must prepare for the related Asian L&L committees to approve the proposal, and for Jen to submit it.

1. Course prefix and number (ex. JAPAN 101)

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

3. Abbreviated title (20 characters max, including spaces, 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. Will this new course count toward any existing majors and/or minors in Asian L&L or other departments?

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 the 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 doing 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:.....). Please list five to ten objectives.

15. A course syllabus. The Center for Teaching and Learning provides some syllabus design guidance here: <http://www.washington.edu/teaching/teaching-resources/preparing-to-teach/designing-your-course-and-syllabus/>

### Religious Accomodations Policy Required Syllabus Language

State law requires faculty to include language about religious accommodations in syllabi. The following language closely mirrors that of the law itself and was developed in close collaboration with Faculty Senate and the AGs office.

**Required Syllabus Language: [DO NOT AMEND]** “Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form (https://registrar.washington.edu/students/religious-accommodations-request/)](https://registrar.washington.edu/students/religious-accommodations-request/).”

This webpage provides updated syllabus guidelines from the university: <https://registrar.washington.edu/staffandfaculty/syllabus-guidelines/>

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 two digital documents to the Associate Chair who will circulate the proposal to your program coordinator and the Asian L&L Undergraduate Education Committee or Graduate Education Committee for feedback and approval. Once everyone has signed off and agreed on the details of the new course, the Associate Chair will send me the proposal and the syllabus to submit online.  The proposal will then go through the online workflow to the Associate Chair, Dean’s Office, and two university curriculum committees for evaluation and approval. This workflow chain usually takes two to three months.