New Course and Course Change Requests

Select from the options below to Create, Modify or Delete a Course or Modify a Major

Your email address (smithja@whitman.edu) will be recorded when you submit this form. Not smithja? Sign out

* Required

1. Enter your name *

2. Enter the primary division the course/program falls under *
   Mark only one oval.
   □ Division I
   □ Division II
   □ Division III

3. What do you want to do? *
   Mark only one oval.
   X New Course Proposal (includes Special and Variable Topics) Skip to question 4.
   □ Modify an Existing Course Skip to question 74.
   □ Modify a Major or Minor Skip to question 101.
   □ Delete Specified Courses Skip to question 110.

New Course Proposal

4. What type of course is being requested *
   A "Special Topics" course is a new course being taught for the first (or second) time, on a temporary basis. This could be a regular faculty member trying out a new class or a visiting scholar teaching in their area of expertise. For a "Variable Topics" course a general rubric for the course exists (e.g. ENGL 375: Literary Theory). The proposal is for the specific iteration of the course which will be offered in the subsequent academic year (e.g. Literary Theory: Feminist Theory).
   Mark only one oval.
   X Permanent Course Skip to question 5.
   □ Special Topics Course Skip to question 50.
   □ Variable Topics Course Skip to question 28.

Permanent Course
5. **Department/Program** *

*Mark only one oval.*

- [ ] Anthropology
- [ ] Art
- [ ] Art History & Visual Cultural Studies
- [ ] Asian & Mideastern Studies
- [ ] Astronomy
- [ ] Biochemistry, Biophysics & Molecular Biology
- [ ] Biology
- [ ] Chemistry
- [ ] Chinese
- [ ] Classical Studies
- [ ] Classics
- [ ] Composition
- [ ] Computer Science
- [ ] Economics
- [ ] English
- [ ] Environmental Humanities
- [ ] Environmental Studies
- [ ] Film & Media Studies
- [ ] Foreign Languages & Literatures: French
- [ ] Foreign Languages & Literatures: German
- [ ] Gender Studies
- [ ] Geology
- [ ] History
- [ ] Japanese
- [ ] Latin American Studies
- [ ] Linguistics
- [ ] Library
- [ ] Mathematics & Statistics
- [ ] Music
- [ ] Philosophy
- [ ] Physics
- [ ] Politics
- [ ] Psychology
- [ ] Race & Ethnic Studies
- [ ] Religion
- [ ] Rhetoric Studies
- [ ] Sociology
- [ ] Spanish
Sport Studies, Recreation and Athletics
Theatre and Dance

6. Course level (i.e. 100, 200, 300) *
   Mark only one oval.
   - 100
   - 200
   - 300
   - 400

7. Number of credits or credit range *
   Make a selection below to specify credits or use this credit calculator link -> https://goo.gl/AA3AmT
   Mark only one oval.
   - 1 cr - 1 mtg X 50 min/wk - 25 Stu Wrk hrs/Sem
   - 1 cr - 1 mtg X 170 min/wk - lab Minimal Stu Wrk hrs/Sem
   - 2 cr - 1 mtg X 80 min/wk - 59 Stu Wrk hrs/Sem
   - 2 cr - 2 mtg X 50 min/wk - 50 Stu Wrk hrs/Sem
   - 3 cr - 1 mtg X 170 min/wk - 70 Stu Wrk hrs/Sem
   - 3 cr - 2 mtg X 110 min/wk - 42 Stu Wrk hrs/Sem
   - 3 cr - 2 mtg X 80 min/wk - 70 Stu Wrk hrs/Sem
   - 3 cr - 3 mtg X 50 min/wk - 75 Stu Wrk hrs/Sem
   - 4 cr - 1 mtg X 170 min/wk - 117 Stu Wrk hrs/Sem
   - 4 cr - 4 mtg X 50 min/wk - 100 Stu Wrk hrs/Sem
   - 4 cr - 3 mtg X 50 min/wk - 120 Stu Wrk hrs/Sem
   - 4 cr - 3 mtg X 80 min/wk - 80 Stu Wrk hrs/Sem
   - 4 cr - 2 mtg X 80 min/wk - 117 Stu Wrk hrs/Sem
   - 4 cr - (standard class + attached lab) - Any 3-credit configuration plus lab
   - Other: ____________________________

8. Full title *
   (Title limit is 40 characters, including spaces, when entered into CPST. However, there is no character limit for the full title to appear in the catalog).

9. Short title *
   Short title limit is 25 characters. DO NOT exceed 25 characters. This is the title that will appear on the student transcripts.
10. Full description *
   This description will be reflected in the course catalog.

11. Pre-requisites (if any)

12. Co-requisites (if any)

13. Instructor

14. Enrollment Cap *

15. Distribution areas *
   Check all that apply.
   - [ ] Fine Arts
   - [ ] Humanities
   - [ ] Quantitative Analysis
   - [ ] Science
   - [ ] Cultural Pluralism
   - [ ] Social Science
   - [ ] None
16. **Please list the Learning Goals/Outcomes this course provides for the areas checked above**
   Click on [http://bit.ly/2OiMCZ5](http://bit.ly/2OiMCZ5) to see Distribution Area Learning Goals. Cut and paste only those goals that apply to the course.

   __________________________

   __________________________

   __________________________

17. **Does the course include a lab?** *
   *Mark only one oval.*
   - Yes
   - No

18. **Course type** *
   *Mark only one oval.*
   - Academic
   - Activity

19. **Grading type** *
   *Mark only one oval.*
   - Standard Grading
   - Credit/No Credit

20. **If the course is repeatable for credit, number of times student can repeat course for credit**

   __________________________

   __________________________

   __________________________

21. **If this course will fulfill a requirement for one or more major programs, please specify the major and learning outcomes**
   Click on [http://bit.ly/2N7HqIZ](http://bit.ly/2N7HqIZ) to see Major Programs Learning Goals. Cut and paste only those goals that apply to the major.

   __________________________

   __________________________

   __________________________

   __________________________
22. If this course will fulfill a requirement for another department or program, please explain
If this course is to be cross-listed or if this course contributes to the curriculum of other departments or programs, please list the affected departments/programs and secure their approvals (e-mailed to the Division Chair) BEFORE submitting this form.

23. Rationale *
Please explain why this course should be taught at Whitman College and its contribution to the curriculum.

24. Resource and staffing implications *
Indicate any reallocation or addition of instructional staff and/or adjustment of the (rotation of) courses taught by instructional staff and/or administrative staff workload made necessary by the adoption of this course. Also, indicate any library, technology or other resource requirements made necessary by this addition.
Check all that apply.

- [ ] Course fees
- [ ] Field Trip fees
- [ ] Technology
- [ ] Additional Staff
- [ ] Other: __________________________

25. Term this course will be first offered *
Mark only one oval.

- [ ] Fall
- [ ] Spring
- [ ] Summer
26. **Year this course will first be offered** *
   *Mark only one oval.*
   - 2018
   - 2019
   - 2020
   - 2021
   - 2022
   - 2023
   - 2024

27. **Anticipated frequency for a regularly offered course (every term, once a year, every fall etc.)** *
   *Check all that apply.*
   - Every term
   - Once a year
   - Every Fall
   - Every Spring
   - Once every two years
   - Once every three years

*Stop filling out this form.*

**Variable Topics Course**