

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.

- 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.

- 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> 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> 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