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.

Variable Topics Course
28. Department/Program *
Mark only one oval.

- Anthropology
- Anthropology-Environmental Studies
- Art
- 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
29. **Enter the specific course number/level (i.e. 115, 243, 329)**

30. **Number of credits or credit range**

   Make a selection below to specify credits or use this credit calculator link -> [https://goo.gl/AA3AmT](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:

31. **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).

32. **Short title**

   Short title limit is 25 characters. DO NOT exceed 25 characters.
33. **Full description** *

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

34. **Pre-requisites (if any)**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

35. **Co-requisites (if any)**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

36. **Instructor**

________________________________________________________________________

37. **Enrollment Cap** *

________________________________________________________________________

38. **Distribution areas** *

*Check all that apply.*

- Fine Arts
- Humanities
- Quantitative Analysis
- Science
- Cultural Pluralism
- Social Science
- None

39. **Please list the Learning Goals/Outcomes this course provides for the areas checked above**

Click on [http://bit.ly/2OlMCZ5](http://bit.ly/2OlMCZ5) to see Distribution Area Learning Goals. Cut and paste only those goals that apply to the course.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

https://docs.google.com/forms/d/1jw8wj-feBY6WXcV09sdw5Nl6Mv42tPm6ObFty5BcV10/edit
40. **Does the course include a lab?** *  
Mark only one oval.

- [ ] Yes
- [ ] No

41. **Course type** *  
Mark only one oval.

- [ ] Academic
- [ ] Activity

42. **Grading type** *  
Mark only one oval.

- [ ] Standard Grading
- [ ] Credit/No Credit

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

- [ ]

44. **If this course will fulfill a requirement for your department or program, please specify**

- [ ]

45. **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.

- [ ]

- [ ]

- [ ]

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

47. **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: ____________________________

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

☐ Fall
☐ Spring
☐ Summer

49. **Year this course will first be offered**
*Mark only one oval.*

☐ 2018
☐ 2019
☐ 2020
☐ 2021
☐ 2022
☐ 2023
☐ 2024