University of Pittsburgh at Titusville
NEW COURSE PROPOSAL

New Course Proposals will be approved by the Chairperson of the division of Program Director and the Vice President for Academic Affairs. Consultation with other faculty will occur as necessary. Proposals need to be submitted for approval by February 1 for the subsequent fall term and September 15 for the subsequent spring term.

Please include the following information for each new course proposal. Additional information may be required for approval. Faculty may be asked to submit possible texts, assignments, etc.

Faculty is encouraged to consider new courses to strengthen our curriculum and enhance our student’s educational experiences.

I. Cover sheet:
   A. Instructor:
   B. Title of Course:
   C. Number of Credits:
   D. Prerequisites or Co-requisites needed:
   E. Rationale for New Course:
      a. Indicate the intended audience for the course (freshman, sophomores or juniors).
      b. How does the course fit into departmental and the university curriculum and complement present departmental offerings?
      c. Required or elective course for majors: non-majors in related area; General Education Requirement(s); service course for other programs: etc.
   F. Frequency of course offering (every semester, annually, every other year, etc.).
   G. Transferability of course to other Pitt campuses.
   H. Equipment or Technology (computer hardware or software) required.

Academic Area Approval:____________________________________
Chairperson’s or Program Director’s Signature __________________
Date __________________

II. Course Outline
   A. Course objective
   B. Organization of course content (thematic, topic, chronological etc.)

(Note: faculty may submit a course syllabus instead of the course outline.)