

## Submitting a Request for a New Course

When submitting a request for a new undergraduate or graduate course, three items must be provided:

1. Curriculum Action Form (CAF)
2. Course Syllabus
3. Impact Statement for New Course

### Curriculum Action Form

Available: <http://www.southalabama.edu/academicaffairs/forms.html>

### Course Syllabus

The *Faculty Handbook* (6.3.1, pp. 3-4) lists the minimum content of a course syllabus.

### Impact Statement for New Course

Include the sections listed below:

- 1.0 Bulletin Description of the Proposed New Course
- 2.0 Rationale  
(Why is this course being added to your department's curriculum?)
- 3.0 Impact of Adding the Proposed New Course
  - 3.1 Impact on Department  
(What are the positive and negative impacts of adding this proposed new course?)
  - 3.2 Impact on College / University  
(What are the positive and negative impacts of adding this proposed new course?)
- 4.0 Resources Needed for the Proposed New Course
- 5.0 Comments and further explanation (optional)
- 6.0 Attachments (if applicable)
- 7.0 Signatures and Dates:

Chair of Dept. Curriculum Committee \_\_\_\_\_

Chair of Dept. \_\_\_\_\_