

**LOYOLA UNIVERSITY CHICAGO
SCHOOL OF EDUCATION**

APPLICATION FOR THE APPROVAL OF A NEW COURSE

1. PROPOSED NEW COURSE:

- Course Number:
- Credit Hours:
- Course Title:
- Title Abbreviation:

(Titles longer than 25 character positions must be abbreviated to not more than 25 character positions, exclusive of cross listing notations, for computer printouts. Count spaces and punctuation marks into total. Please limit punctuation to colons, ampersands (&), and dashes, if possible.)

- Can this course be repeated for credit? (Yes or No)

2. COURSE DESCRIPTION

- Catalog Description (two sentences plus an outcome statement):
- How does this course address the SOE conceptual framework?
- Which (if any) SOE Conceptual Framework Standards will be assessed in this course? Include the assessment rubric in an Appendix, if applicable.
- Which (if any) Illinois State Board of Education (ISBE) or Specialized Professional Association (SPA) Standards will be assessed in this course:
- If applicable, list NCATE/SPA Core assessments linked to this course. Include the assessment rubric in an Appendix, if applicable.
- Course Outcomes: (use outcome language and link to applicable standards identified by letters/numbers):

3. CROSS-LISTINGS:

(NOTE: All cross-listings must be approved by the chairperson(s) of the cross-listed department[s] / program area[s].)

- Course Number:
- Credit Hours:
- Course Title:
- Title Abbreviation:

Signature(s) of Concurring Chairperson(s) / Program Director (s): _____

Date: _____

4. PLEASE ANSWER THE FOLLOWING REGARDING THIS PROPOSED NEW COURSE:

- Has this course been discussed and approved by the sponsoring SOE Affinity Group? (Yes or No)
- If yes, what was date of approval: _____
- What, if any, will be the prerequisites for this course?
- Will it be a prerequisite for any other course?
- Is this course required for a degree or certificate program?
- Can this course be used as an elective within the program area?
- Will this course be accessible to other students?
- How often will this course be offered?
- Which (if any) course or courses currently offered will be discontinued within the program? What is the timetable for doing this?
- Date or term in which this new course would become effective:
- Which full-time faculty members will be prepared to teach or supervise this course?
- Are available technological resources adequate for the course? (Yes or No)
- If no, what plans are in place to secure adequate resources:
- Has this course been offered as a special topics course?
- If yes, how many times?
- When?
- What enrollment?

5. REASONS FOR ADDING THIS NEW COURSE

6. PRESENCE OF COURSE DUPLICATION within the School of Education, IF ANY:

7. Please attach a model syllabus in an Appendix

Also provide a bibliography / list of readings, as available / with required SOE elements