



FORT HAYS STATE UNIVERSITY

New Course Proposal Form

INSTRUCTIONS

This form is for submitting a **proposal for a new course**.

1. Once complete, please route this form and any supporting documentation to the relevant department chair(s) and/or dean(s) for approval.
2. Next, submit the approved form, syllabus, as well as any supporting documentation, and verification of approval (ex: email approval from chair/dean) to curriculum@fhsu.edu.

The form is lengthy. The author of the course should answer the Course Context and Purpose questions, so it is recommended that the author submit this form.

Please complete this form by marking all items. The syllabus must communicate the requested information. Once the approved form and syllabus have been submitted, the application will be routed to the appropriate committee.

Please note that missing elements, incorrect elements or requested revisions may be needed to ensure the approval of the course.

* Indicates required question

Course Information

Course Author Email *

Additional Contact Email, if applicable

Academic Unit/Department *

Unit/Department Chair Email *

Proposed course number *



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Is the proposed course number currently in use by another course? *

Please explain

Course name *

Course/Catalog Description *

Provide a clear, concise, and accurate Course Description that includes specific content and concepts to provide clarity.

Semester Credit Hours *

What is the desired effective term and year? *
fall/spring/summer & year

Academic Level *

Undergraduate

600/600G

Master's

Education Specialist

Doctoral

Cross-Listing (if applicable)

Identify the cross-listed course number and name.

Course Tags (if applicable)



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Is the course repeatable for credit? *

Yes

No

If the course is repeatable for credit, how many times, and for how many total credit hours maximum?

Instructional Format? *

Clinical	Lecture
Combination	Recitation
Discussion	Research
Experimental	Seminar
Independent Study	Service Learning
Internship	Studio
Laboratory	Thesis

Delivery Mode(s) *

Mark all that apply

Blended

Hybrid

In-Person

Online

Other:

Eligibility Rule(s)

List all applicable requirements to enroll in the course:

Pre-Requisites

List applicable course(s)



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Co-Requisites

List applicable course(s)

Program of Study Admission Rule(s)

List applicable program of study or class standing.

List any other types of admission rules, e.g., activity, grade requirements, student cohorts, conditions, test achievement, etc.

Course Context and Purpose

1. Does this course replace an existing course, topics course, or variable title course?*

Yes

No

If the course replaces an existing course, list the course number and title.

2. What student population will the course serve? *

Check all that apply

UG Freshman

UG Sophomore

UG Junior

UG Senior

General Education

Department Major

Minor or Concentration

GR - Master's

GR - Specialist/Doctoral

Non-Degree Licensure



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3. Why is this course needed? What is the purpose of this course? *

4. Is this course required for teacher certification or endorsement? *

Yes

No

Non-Duplication Assurances

Please answer each of the following questions. By answering "yes," you are affirming that you completed each requirement to the best of your ability. Please note that the relevant curriculum committee may request additional information, if the information provided is questionable.

Is this course a research, thesis, or capstone course needed for a specific department or program? *

Yes

No

Duplicate Course Search

Have you searched the university catalog for similar courses? *

Yes

No

Potential Course Duplication

Could this course appear to duplicate the subject matter of another course in your department or another department? *

Yes

No

If "yes," please explain below.

Explanation for the above question:



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If the course is potentially a duplicate, please present evidence to the contrary. Memos or letters from relevant department chairs will be needed.

Attach evidence and supporting documents with the approved form when you submit it to curriculum@fhsu.edu.

Course Syllabus Requirements

Please answer each of the following. By answering “yes,” you affirm that you have completed each requirement, which is evident in the course syllabus attached. If the course does not meet a given expectation, use the subsequent comment box to explain and justify any exceptions. These requirements are used to evaluate the course for approval.

1. Is the syllabus formatting according to the current template provided by the Provost's office or TILT, with only stylistic or departmental format changes, and is it free of grammatical errors? *

Yes

No - explain below

Explanation for the above question:

2. Are the Course Learning Outcomes (CLOs) clear and measurable outcomes of learning? Do they reflect what students will do with course content *after* learning it rather than indicating what students will do to learn the content? *

Yes

No - explain below

Explanation for the above question:

3. Are the CLOS written with *action verbs* representing appropriate cognitive and critical thinking skills?*

Yes

No - explain below

Explanation for the above question:



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4. Are textbook(s) current and less than 10 years old in appropriate citation style, or is it designated as a Z-course with a list (4-5) of the major readings/OERS provided? *

Explain any exceptions to this requirement (e.g., justification for a seminal text).

Yes

No - explain below

Explanation for the above question:

5. Is there a schedule included with the topics, learning activities, modules, assignments/assessments, etc.? (specific dates are not required) *

Yes

No - explain below

Explanation for the above question:

6. Does the schedule show a clear and logical progression of the course content? *

Yes

No - explain below

Explanation for the above question:

7. Does the schedule include the associated CLOs for each topic and assignments/assessments? *

Yes

No - explain below

Explanation for the above question:



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8. Are the assignments/assessments described and explained well enough for students to understand what is expected of them? *

Yes

No - explain below

Explanation for the above question:

9. Do the assignments/assessments list which CLO(s) are evaluated in the task? *

Yes

No - explain below

Explanation for the above question:

10. Does each assignment/assessment describe how students will be evaluated, e.g., rubric? *

Yes

No - explain below

Explanation for the above question:

11. Do the grading procedures detail the point or percentage breakdown of course assignments/assessments in the grade? *

Yes

No - explain below

Explanation for the above question:



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12. Does the grading scale enumerate each range to the 100th decimal percentage, e.g., B = 87.00 to 93.99? *

Yes

No - explain below

Explanation for the above question:

13. Are all policies and procedures required by the Provost's office, the College, and the Department included, i.e., Student Help Resources, Course Policies, and University Policies? (Links are acceptable). *

Yes

No - explain below

Explanation for the above question:

General Education

Is the course a General Education course? *

Yes

No

General Education Courses

1. Are the applicable general education outcomes listed among the Course Learning Outcomes (CLOs) and clearly noted as "GenEd" on the syllabus? This is required for all courses tagged as GenEd.

Yes

No



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Additional Requirements for General Education Courses

2. Which GenEd outcomes set is the course aligned?

3. Is an appropriate assessment rubric attached to assess the GenEd outcomes?

Yes

No - explain below

Explanation for the above question:

4. Does the assessment rubric clearly indicate which assignment is being used to assess each General Education outcome?

Yes

No - explain below

Explanation for the above question:

600/600G

Is the course a 600/600G? *

Yes

No

Additional Requirements for 600/600G Courses

1. Why does the course need to be at the 600 level? What is the purpose of having the course number at this level?



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2. Are the CLOs separated for UG and GR?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting

3. Are there assignments/assessments specified as UG and GR and noted on the schedule?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting

4. Are the assignments/assessments aligned and noted with the appropriate CLOs for UG and GR in the schedule?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting

5. Are the assignments/assessments aligned and noted with the appropriate CLOs for UG and GR in the descriptions?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting

6. Is there a separate and appropriate grading scale for UG and GR?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting

7. Do the GR assignments/assessments clearly reflect greater rigor, demonstration of more profound knowledge, and a higher application of the course content?
If no, revise the syllabus before submitting it.

Yes

No, please revise the syllabus before submitting



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Final Comments and Syllabus Attachment

Please provide any additional information to assist the committee in reviewing the course.

Now that your syllabus is ready, please attach as a .docx or .pdf to submit for approval to your chair/dean. Following their approval, remember to attach verification with your submission to curriculum@fhsu.edu.

If you have any other documentation that may be needed, such as rubrics that originate from Bb, please attach those with your final submission, as well.

You will receive a confirmation sent to the email(s) you provided above.