



**SFSU COURSE PROPOSAL
AND
REVISION FORM**

Course Prefix and Number _____
 Department/Program _____
 Course for CEL ONLY? Check if yes
 Semester and year change takes effect or
 new course is to be offered: _____

Use this form to propose a 1.) new regular course, 2.) new generic, 3.) new topic for an existing generic course, 4.) new temporary or experimental course, as well as 5.) to make a change to an existing course.

Use the CARF for other course actions (request the continuation of a temporary or experimental course for another semester; place a course in, or remove a course from, the Course Reserve Bank; terminate a course).

Proposals for new courses must be accompanied by a course outline. Any standard course outline format may be used and should include: 1.) statement of the student learning objectives of the course, 2.) an explanation of the alignment between student learning outcomes and program learning outcomes, 3.) an outline of the course content, 4.) a short description of the instructional methods and materials to be used, 5.) a list of course requirements, 6.) the evaluation procedures to be used in determining final grades for students.

- A revision that *substantially changes* the title or description will be handled as a proposal for a new course.
- Adding a cross-list or a pair to an already existing course will be handled as a proposal for a new course. Cross listed courses must match in all elements except prefix and number. In the case of paired courses, please indicate in the course outline the additional expectations specifically for graduate students.
- Please note that all new and substantially revised upper division courses must specify a prerequisite.
- Please refer to the deadlines for submission to the Curriculum Coordinator, ADM 447, and schedule of Course Review Committee (CRC) meeting dates.

Details on types of courses, course numbering, prerequisites, and other university policies regarding courses are available at the Curriculum website: <http://www.sfsu.edu/~academic/curriculum.htm>

Type of Course Proposed or Type of Revision

New	Revision		If revision, check type of change
<input type="checkbox"/>	<input type="checkbox"/>	Regular	<input type="checkbox"/> Title
<input type="checkbox"/>	<input type="checkbox"/>	Generic	<input type="checkbox"/> Prerequisite
<input type="checkbox"/>	<input type="checkbox"/>	Variable Topic	<input type="checkbox"/> Description
<input type="checkbox"/>	<input type="checkbox"/>	Experimental/Temporary	<input type="checkbox"/> Units
<input type="checkbox"/>	<input type="checkbox"/>	Cross list	<input type="checkbox"/> Course prefix or number
<input type="checkbox"/>	<input type="checkbox"/>	Pair	<input type="checkbox"/> Course grading method
			<input type="checkbox"/> Staffing
			<input type="checkbox"/> Other _____

Grading system: Please check one

- | | |
|---|---|
| <input type="checkbox"/> Plus-minus letter, CR/NC allowed (P) | <input type="checkbox"/> Plus-minus letter, CR/NC allowed, RP (H) |
| <input type="checkbox"/> Plus-minus letter only (N) | <input type="checkbox"/> Plus-minus letter only, RP (I) |
| <input type="checkbox"/> CR/NC only (C) | <input type="checkbox"/> CR/NC only, RP (G) |
| <input type="checkbox"/> Plus-minus ABC/NC, CR/NC allowed [undergraduate] (R) | |
| <input type="checkbox"/> Plus-minus ABC/NC [undergraduate] or Plus-minus AB/NC [graduate] (Q) | <input type="checkbox"/> Plus-minus AB/NC, RP [graduate] (J) |

