

**College of Education Curriculum Committee
Resource Justification Form**

Directions: Please answer/complete all numbered items in the left-hand column.

Course name: _____ Dept. _____

Course Prefix & Number: ____ Credit hours: ____ Enrollment anticipated per section: ____

Number of sections per semester: ____ Number of sections per year: ____

1. Is this a proposal for a new course? Yes ___ or No ___

If you answered yes to #1, go to question 2.
If you answered no to #1, skip to question 3

2. If you answered Yes to #1, what (if any) course is being banked? _____

3. What effect will this course have on current departmental or college resources? Financial, personnel/staffing, technology, and classroom space resources should be addressed here.

If there are no budgetary implications (e.g. a course replacing a like course), the department chair may sign this form with a short written explanation and no further documentation **or action on this form** needed.

4. In what ways will this course justify the necessary allocation of college and departmental resources?

5. In what semester(s) will this course be offered (please check all that apply)?

Fall ___ Spring ___

Summer I ___ Summer II ___ Summer-11 week

6. Which faculty member(s) may be responsible for teaching this course in the identified affected terms? Please list below:

7. Please include (as an attachment) the faculty schedules for the affected program area for the academic year prior to projected implementation of this new course.

8. Please include (as an attachment) the faculty schedules for the affected program area for the academic year after this new course has been added.

Please do not complete. For use by COE CC only.

Comments and Notes:

Department chair signature

Date