Bowdoin’s Course Proposal & Revision Form

Information you will need to know in order to submit a course proposal:

1. The **subject** of the course.

2. The **number** of the course. Generally, departments and programs, often department coordinators, manage course numbering.

3. A **long course title** for the Bowdoin Course Guide and Class Finder.

4. A **short course title** for the transcript.

5. A **course description** written for a student audience. This should be approximately 150 words in length.

6. A description of the **intended learning goals**; please refer to your department or program’s learning goals.

7. **Instructor(s)** name(s) and email(s).

8. Any **subject(s)** into which you are proposing the course be cross-listed.

9. The **number(s)** of the course in the cross-listed subject(s). Generally, departments and programs, often department coordinators, manage course numbering.

10. Number of **credits** for which this course will count. 

   Bowdoin’s credit hour statement in the Academic Handbook reads:

   Most Bowdoin courses earn one full credit, which is equal to four semester hours and are considered to have equal weight toward degree requirements. A few courses, such as music performance courses, generally earn one-half credit each. In accordance with federal regulations, Bowdoin courses that count for one credit typically meet for three hours a week, with the expectation that a minimum of nine additional hours a week will be spent in lab, discussion group, film viewings, or preparatory work.

11. Whether the course should be **graded** standard letter or Credit/D/Fail.

12. Types of **additional meetings**, if any, the course will have, i.e., lab, discussion section, film viewing, and whether or not students will register for those meetings.

13. **Division** (a – Natural Sciences and Mathematics; b – Social and Behavioral Sciences; c – Humanities; none).

14. Up to two **distribution** requirements you would like this course to fulfill. If you choose not to propose a distribution requirement, you will be asked to explain why. If you choose to propose a distribution, the form will prompt you to answer the faculty-approved questions to justify the distribution proposal.

15. Whether or not this course is **appropriate for first year students**. If it is, it will appear on the First Year Course Schedule.

The Course Proposal & Revision Form is located on the Bowdoin website: navigate to the “Faculty” tab of the Registrar’s website under “Teaching—Developing/Revising Courses or Major/Minor Programs.”

The direct link to the Bowdoin password protected form is here.
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16. How this course will count towards any major(s) and/or minor(s). The form will prompt you to choose which requirements from a list based on the subject(s) of the course, including any cross-listed subjects. You will be asked to describe in detail where the course fits into the curriculum if you do not select an option when prompted.

17. Which semester the course will be offered for the first time and the frequency with which it will be offered going forward. If the course will only be offered for a “limited duration” a further explanation is needed.

18. A proposed enrollment limit, if it is different from the standard, and an explanation.

Bowdoin Standard Limits:
- First Year Seminars numbered 1000-1049: 16
- Non-major courses numbered 1050-1099: 50
- Introductory courses numbered 1100-1999: 50
- Intermediate courses numbered 2000-2969: 35
- Advanced courses numbered 3000-3999: departmental discretion

19. A clear list of prerequisites for this course.

20. If you are requesting registration restrictions, e.g. no first year students, what are those restrictions and why.

21. Preferencing for this course, should it be oversubscribed during registration. Preferencing indicates which students most need the course, so open seats will go to them first.

22. An optional draft syllabus upload. It will be used solely by CIC for course review and will be filed with the Office of the Registrar.

23. There is an area to include any additional notes.

Information you will need to know in order to submit a course revision:

1. Which course components do you want to revise? You can select all that apply.
   a. Course Title
   b. Course Description
   c. Course Level
   d. Cross-listing(s)
   e. Enrollment Limit
   f. Prerequisites
   g. Registration Preferencing
   h. Distributions
   i. Other

2. Depending on which component(s) you choose, the form will ask you for the revised version of that element and an explanation of the justification for the revision(s).

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