

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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