When preparing a course proposal for curriculum committee review, please reference the Course Proposal Guidelines.

Open the Header to add *“****Course Proposal Submission Details.****”*

All **Bolded items** are required elements for inclusion in all course proposals uploaded in CIM.

*Italicized items* are elements that should be included in a course proposal only if they are applicable**.**

* For any italicized elements that are retained and populated, it is recommended to make all headings **Bold** and remove all italics prior to submission.

**Please delete this guidance box when finished.**

**COURSE PROPOSAL**

**COURSE SUBJ ###, TITLE**

**Department of X**

**Catalog Course Description**

*Course Description**(if applicable)*

**Credits/Units:**

**Prerequisites/Co-requisites:**

**Repeatable for Additional Credit:** [Yes/No]

*(if applicable) Max Completions: [##]*  *Max Units: [##]*  *Same Term: [Yes/No]*

**Course Learning Outcomes** (CLOs)

* *[CLO1]*
* *[CLO2]*
* *[CLO3, etc.]*

*Core Area Student Learning Outcomes (*[*Core SLOs*](https://tu.sharepoint.com/:w:/s/tuassessmentinfo/EfWHswi0VpxLi12nTw0WqvcB4JXL_R-XDBtue04aMF_a8w?e=CFHdCN&wdLOR=cB833623F-867E-4530-8384-134F16878C6E)*) (if applicable)*

*Professional Standards (if applicable)*

*Graduate CLOs for co-listed Undergraduate Courses**(if applicable)*

**Course Assessments and Requirements**

**Course Grading Scheme/Policy**

**Course Outline**

**Required Course Materials**

*Bibliography (required for Upper-Level [300-level and above] and Graduate Courses only)*

*Additional Policies and Resources (if applicable)*

* *Course-Specific Policies*
* *College/Department/Program-Specific Policies*
* *College/Department/Program Resources*