

GAVILAN COLLEGE

FORM E

(Must be accompanied by Course outline)

Curriculum Development

EMERGENCY/EXPERIMENTAL

REQUEST FOR NEW COURSE**

(Course can be offered one time only)

1. Department: _____ Date Request Initiated: _____
2. Prepared and Submitted by: _____
3. Proposed Course Title: _____

Discipline Name	Course Number	Course Title
4. Proposed Units: _____ Lec: _____ Lab: _____
5. Anticipated term of offering? Fall Spring Summer Year _____
6. Anticipated Enrollment: _____
7. Why do you anticipate this enrollment?
8. Summary of Probable Content:
9. Justification for Course (i.e., requirement from major's sequence, general education, trends in field or scholarship, etc. List agencies, groups, resources consulted to determine need, i.e., State Boards, advisory committees, surveys, other colleges' offerings, etc.):
10. Justification for use of Form E:(experimental/emergency) rather than Form A (permanent addition to catalog):
11. Proposed Grading system: Regular ABCDEF Pass/No Pass
12. Is a similar course offered at community colleges or 4-year colleges & universities?
Yes No
13. What resources will be needed in order to offer this class at Gavilan?
 - a. Staffing:
 - b. Facility Usage:
 - c. Supplies and equipment (include cost estimates):
 - d. Learning Resource Center resources:
 - e. Other:
14. Prerequisites, co-requisites, or advisories, if any:

15. Comments:

Department Chairperson: _____ Date: _____ Yes ___ No ___

Dean _____ Date: _____ Yes ___ No ___

Curriculum Committee: _____ Date: _____ Yes ___ No ___

Reasons for Rejection:

**This is a course that will be accepted under certain conditions--new instructor, new program, changing requirements, the desire to experiment. It must be submitted with a completed course outline. It can be provisionally approved in advance of submission, should the drafting of the next semester's schedule demand expedience, with the joint consent of the Curriculum Committee Chair and the Dean of Instruction.

The course can then be added to the working schedule with an E in the number; the E will be dropped off before the schedule goes to print. In the meantime, the course must be reported to the Curriculum Committee for its approval. Petitioner or an informed representative must attend the Curriculum Committee meeting at which the Form E is considered. Absence may result in postponement.

Courses submitted and approved using Form E can only be offered one time with the Emergency approval. They must be re-submitted to the Curriculum Committee following normal procedures to be added to the curriculum/catalog.