**New Course / T-Course Conversion Proposal Justification Form:**

1. How does the proposed course relate to the program’s student learning outcomes;
2. The mode of instruction: Face-to-Face, Fully Online, Hybrid.

*Fully online and hybrid courses will need Online Committee review.*

1. Describe required pre-requisites and/or co-requisites, if any.

*Pre-requisites should be carefully and sparingly considered, to ensure they are essential in skill building prior to taking the proposed course. Unnecessary pre-requisites complicate scheduling and delay student progress.*

1. Does this new course require modification of the program/graduation requirement?

*If yes, a program change request must also be submitted in order for the change to be reflected in the program/graduation requirements.*

1. Describe staffing and resource changes that are needed to accommodate offering the proposed course; and
2. Describe consultations with other programs undertaken as part of this proposal. Will this new course be used by other degree programs on campus and does it affect these program/graduation requirements?