

NEW COURSE JUSTIFICATION FORM

Division:	Department:
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Name of person making request: _____

APPROVAL AND ACTION

Approved by:

Chairperson of Department/Supervisor

Date

Dean

Date

JUSTIFICATION

Proposed course title and Del Mar College course number:

1. _____

Course number approval: _____

Registrar

2. Course description, including prerequisites, number of lecture, labs, etc.-use catalog style

3. Coordinating Board number on approval List (Registrar's Office)

4. Explain in detail why this course is needed at Del Mar College.

5. Summarize studies made to determine potential enrollment.

6. Explain whether or not this course duplicates or overlaps existing courses.

7. With what existing courses will this course compete for enrollment?
8. Explain why existing courses cannot be changed to meet the needs of Del Mar College.
9. Give faculty names and qualifications of those who will teach the course. If new faculty members are necessary, justify the addition to Del Mar College personnel at this time.
10. What facilities are needed to teach the course and are they now available?
11. What is the cost of the proposed new course, including facilities and faculty?
12. How does this course fit into existing policy and objectives of Del Mar College?
13. To what extent has detailed planning been done for this course?
14. What other colleges are offering, or have offered this course on the freshman and sophomore level, and what have been their experiences?