

## CEP PROPOSAL PLANNER

**(These responses are required when submitting a course/curriculum/policy proposal to CEP)**

1a. Enter your First and Last Name [fill-in box]

1b. Enter your department and undergraduate program [fill-in box]

2. Select a category for your request.

- New course [selection button]
- Change to an existing course [selection button]
- New undergraduate curriculum [selection button]
- Change in undergraduate curriculum [selection button]
- New or Changed Educational Policy [selection button]

**3a, 3b and 3c will only be displayed if *New course or Change to an existing course* is checked above**

3a. If your request is a course, provide the following information

Subject Code [fill-in box]

Course number (select an available number) [fill-in box]

Number of credits [fill-in box]

Course title [fill-in box]

Pre-requisites [fill-in box]

3b. Catalog description (limited to 500 characters) [fill-in box]

3c. Specify a course delivery option. Note: if you select hybrid or online you must address in your proposal the issues listed in the SEBS Online and Hybrid Course Policy [[CLICK HERE](#)]

- Face-to-face
- Hybrid (part online, part face-to-face)
- Fully on-line

4a. For all proposal categories (course/curriculum/policy) provide a concise description, including the reasons for the request. (limited to 850 words) [fill-in box]

5a. Will the request conflict with or duplicate any other course/program/policy at Rutgers New Brunswick

- No
- Yes

5b will display only if 'Yes' is checked in 5a

5b. If yes, explain the measures that you have taken to coordinate with the competing unit to mitigate the conflict. [fill-in box]

6. Upload your course/curriculum/policy proposal. [upload button]

Note: Course proposals must include in a single document a detailed syllabus ([CLICK HERE](#) for Syllabus Template], course learning goals, the plan for assessment of course learning goals, and must address all applicable policy compliance matters. (Read [CEP Committee Quickfacts](#), and [Policies Documents](#))

Note: Curriculum and Policy proposals must include the information requested [[CLICK HERE](#)]

7 will only be displayed if *New course or Change to an existing course* is checked in question 2

7. Please upload your filled-in Master Course List Revision Form (formerly called Form 29) [CLICK HERE](#). [upload button]