

NEW COURSE PROPOSAL FORM: HONORS

This document is intended to assist faculty in the development of new Honors courses from existing approved courses. Complete all sections of this form in its entirety. Questions regarding this form may be directed to the Course Evaluation Subcommittee Chair, Curriculum Committee Chair, and/or Dean of Academic Services.

SECTION 1: COURSE CATALOGUE DESCRIPTION

SUBJECT & CATALOGUE NUMBER (e.g. HIST 10):	
<i>See Course Band definitions under Section 6: Course Impact</i>	
ABBREVIATED DESCRIPTIVE TITLE (19 characters max):	
FULL DESCRIPTIVE TITLE (40 characters max):	

SECTION 2: PARENT COURSE ROLES

Please check if the “parent” course currently fills one of the following roles:

- CSU Transferable
- UC Transferable

If the “parent” course is currently not listed on Plan B or C, please explain the rationale for offering this Honors course.

SECTION 3: ARTICULATION

Honors courses generally articulate the same as their “parent” course. Any course proposed for transfer to a four-year institution must be discussed with the receiving institution AND must involve the Articulation Office prior to submission ([AR. 4005.5](#)). Articulation Office can assist in identifying areas with articulation opportunities. In particular, the proposed course must be offered at the lower division level at a **regional** four-year institution, rather than offered at the upper-division level, if it is to be considered within the scope of the college curriculum charter.

Has the proposed Honors course been discussed with the LBCC Articulation Officer? Yes No

SECTION 4: HONORS COURSE ROLES

If the Honors course will fulfill a lower division requirement at a university, please list the major to which it is applicable:

Please check all roles the Honors course is intended to fulfill:

- CSU Transferable
- UC Transferable
- AA/AS Degree (Plan A)
- CSU-GE Breadth (Plan B)
- IGETC Request/Status (Plan C)
- Certificate/Achievement (18 +U)
- Certificate/Accomplishment (<18 U)

SECTION 5: ASSESSMENT PLANS

Any new Honors course assessment plan must be identical to the parent course.

- Honors course SLOs align with parent course and have been submitted to ASLO Committee.

SECTION 6: REVIEW

To help ensure courses can be approved in a timely manner, confirm that you have done the following prior to submission:

- Thoroughly proofread materials
- Verify each form is completed in accordance with the guidelines in the **Instructions for NCP: Honors**
- Verify all requested items are included with proposal, including Course Outline of Record
- Retain a file copy of the curriculum documents for proposed course

SECTION 7: APPROVALS

I have determined that the proposed course documents conform to the basic standards for course outlines of record as enumerated in the CCR, especially with regard to writing assignments, critical thinking tasks, means of evaluation, outside of class preparation and prerequisites, corequisites or statements of recommended preparation if applicable.

The document package is complete and accurate, and conforms to the standards of good practice as developed for curriculum at Long Beach City College.

Faculty Author:	I have completed all portions of this document, as applicable.	<input type="checkbox"/>
FA Signature:		
Department Head:	I have reviewed and discussed this new course with the department faculty.	<input type="checkbox"/>
DH Signature:		
Area Dean:	I have reviewed the proposal and will support this course; the school has adequate resources.	<input type="checkbox"/>
	I have reviewed the proposal and there are concerns regarding feasibility.	<input type="checkbox"/>
AD Signature:		
Honors Coordinator:	I certify that the course proposal has been discussed with me and that it meets the rigorous standards of Long Beach City College's Honors Program.	<input type="checkbox"/>
HC Signature:		

Following approval, submit course to AD/GE and assure Assessment Plans have been uploaded into TracDat.