

New Course Proposal

Date: [Insert Date]

To: [Faculty Review Committee/Specific Faculty Member]

From: [Your Name]

Subject: Proposal for New Course: [Course Title]

Dear [Committee/Faculty Member's Name],

I am writing to propose a new course titled **[Course Title]** for inclusion in our curriculum. The course aims to **[Briefly describe the main objective or purpose of the course]**.

Course Details

- **Course Code:** [Insert Course Code]
- **Credits:** [Insert Credit Hours]
- **Prerequisites:** [Insert any prerequisites]

Course Description

[Provide a brief description of the course content and structure]

Justification

This course will address **[Explain the need for this course in the curriculum]**. It aligns with our academic goals and will benefit students by **[Explain the benefits to students]**.

Proposed Syllabus

[Outline the key topics, assessments, and any special assignments]

I believe that this course will greatly enhance our program and provide valuable opportunities for our students. I look forward to your feedback and the opportunity to discuss this proposal further.

Thank you for considering this proposal.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]