**LLC Course Approval Cover Sheet and Checklist**

Faculty Name: Submission Date:

Course Number and Title:

Proposal Type (Existing Course / New Course):

Current Liberal Learning designation(s) (if any):

 Domain:

 Civic Responsibilities (up to 2 maximum):

 Writing:

Requested Liberal Learning designation(s):

 Domain:

 Civic Responsibilities (up to 2 maximum):

 Writing:

Rationale for Liberal Learning Designation(s) requested

* + List each LL outcome as a separate heading. LL outcomes can be found at:
		- Domains: <https://LiberalLearning.tcnj.edu/Learning-outcomes-bahi/>
		- Civic responsibilities: <https://LiberalLearning.tcnj.edu/Learning-outcomes-cr/>
	+ Under each heading, describe how specific course material will help students achieve the outcome. LLC decisions will be based on the extent to which:
		- Specific course materials (readings, assignments) support the LL outcomes.
		- The LL designation represents a substantial focus in the course evidenced via:
			* Proportion of course schedule/content or readings that target LL outcomes.
			* Relevant assignments contribute substantially to the final course grade.

**Other Application Documents**

* ***Course Approval Documentation***
	+ Existing course requires a letter/email from the department chair documenting:
		- Course number and title
		- Liberal Learning designation(s) requested
	+ New course requires TCNJ’s “Course Approval/Change Form” (see blank version attached) with:
		- Approval signatures
		- Liberal Learning designation(s) requested (in response to the question, “Are there any known Liberal Learning course attributes?”)
* ***Course Syllabus (with translations where applicable)***
	+ List of LL outcomes satisfied by the course.
	+ Required and recommended readings with full citations.
	+ Description of course assignments
	+ Summary of how much each assignment contributes to the final course grade.
* **Written Assignments/Projects**
* **School Curriculum Committee Review (if applicable)**

**Include this form for *NEW* courses only; *EXISTING* courses require documentation (letter/email) from the department chair.**

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