New Course Proposal

Date of Request __________________ Requested by ______________________________

Instructor (if known) __________________________ Date/Semester to be offered ____________

Suggested Title of Course____________________________

Course Department(s)_________________________ Academic Level ____________

Credit Value _________ Course Prerequisite(s)__________________________________________

For what programs (major/minor), would this course be a requirement? __________________

Library resources needed for this course if not already available in the Hurst Library _______

Special costs or resources associated with this course (include costs and budget account numbers to be charged) ____________________________

Please attach the following:

☐ Course Description (suitable for catalog) ☐ Course Rationale (why current courses aren’t or can’t include this information)
☐ Course Objectives (specific learning outcomes)
☐ Course Content (outline of content is sufficient)

1. Dept Chair ______________________ Date ________
2. Dean __________________________ Date ________
3. Registrar ________________________ Date ________
4. Provost ________________________ Date ________

Note: The Course’s Department Chair and Dean must approve this proposal prior to review by the Registrar. Courses may be offered as Special Topics with the Provost’s approval. The Provost and Academic Affairs Committee / Graduate Program Committee (and Faculty if graduation requirements are affected) must approve courses prior to inclusion in the Academic Catalog.

Rev. 10/27/05