

- Traditional
- LEAP
- Graduate Studies



- Special Topics Approval
- Catalog Approval

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:

- | | |
|--|--|
| <input type="checkbox"/> Course Description (suitable for catalog) | <input type="checkbox"/> Course Rationale (why current courses aren't or can't include this information) |
| <input type="checkbox"/> Course Objectives (specific learning outcomes) | |
| <input type="checkbox"/> Course Content (outline of content is sufficient) | |

1. Dept Chair _____ Date _____	3. Registrar _____ Date _____
2. Dean _____ 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.