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 __________ 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.

Rev. 10/27/05