NEW COURSE PROPOSAL

1. Proposed Course Designation _____ _____ _____ _____
   Designator Number Suffix Credit hrs.

2. Title _____

3. Prerequisites _____
4. Bulletin Description (limit 30 words):

5. Does this course affect the students of or overlap with the academic interests of any other unit?
   ◯ Yes ◯ No
   If yes, Identify unit(s) and attach letter(s) of concurrence: _____
6. Proposed instructor(s):_____
7. Would the proposed course require additional faculty, facilities, library resources, or funding?
   ◯ Yes ◯ No
   If yes, attach letter(s) of commitment from appropriate official(s).
8. Required attachments:
   A. **Justification:** Explain need for proposed course and its relation to present or proposed curricula.
   B. **Course syllabus** Describe content and list major topics or provide a course schedule. Courses at 500 and 600 level **must** contain an explanation of the difference in requirements for graduate and undergraduate credit.
   C. **Basic bibliography**: List principal text/journals/other materials required.
9. Registration Information
   Grading: ☐ Standard or ☐ Pass/Fail only (justify) ☐ Not auditable
   Restricted to: _____
   Excluded: _____
   Special permissions required: ☐ Department ☐ Professor.
10. Is offering via **telecommunications** being requested? ◯ Yes ◯ No
    If yes, attach a completed Telecommunication Delivery Proposal (CC-4).
11. Is offering exclusively via the **Internet** being requested? ◯ Yes ◯ No
    If yes, attach a completed Internet Delivery Proposal (CC-5).
12. Requested **effective term** for addition to data base: Select Term Select Year
13. Date approved by unit curriculum committee: _____
14. Contact person: _____
    Phone: _____ Email: _____

Approval:

Department _____ Date _____ Email_____

Academic Dean_____ Date _____ Email_____