

NEW COURSE PROPOSAL

Title of New Course Proposal _____

Proposed Course Number: _____ Credit Hours: _____ Division/School: _____

Prerequisites: _____ Semesters Offered: _____

Catalog Appropriate Course Description (required): _____

Assess the University's resources for offering this course (library, computer, labs, equipment, etc.):

What adjustments need to be made to enable this course to be offered (course dropped, additional staffing, schedule adjustments, additional equipment, etc.)?

Proposed Course Designation

Type of Course

Writing Enriched
 Diversity
 Ethics
 Global

Special Topics
 Permanent

CHANGES TO CURRENT COURSE

Course Number: _____ Credit Hours: _____ Division/School: _____

Prerequisites: _____ Delete Course

Proposed Changes to Course: _____

Proposed Change Type

Special Topics
To
 Permanent

How many times course
already offered

Proposed Course Designation Change Type

From

Writing Enriched
 Diversity
 Ethics
 Global

To

Writing Enriched
 Diversity
 Ethics
 Global

Instructor

Signature

Date

School/Division Approval

Dean/Division Chair

Date

Academic Programs Committee Approval

Chair

Date

Vice President for Academic Affairs

Signature

Date

All signatures need to be secured in the order listed.