

Course Proposal Form

(Only one proposal per sheet • Revised 1/16/2012) Faculty Senate Curriculum Subcommittee

Use Acrobat Reader 8 or above.

Dept: _____ Contact person: _____

Phone: _____ Email: _____

Clearly state your proposal:

Rationale for your proposal:

Dept vote: _____ For _____ Against _____ Abstain Date: _____

Approval signatures (required):

Dept Chair: _____ Date: _____

Dean: _____ Date: _____

NOTE: ALLOW 48 HOURS FOR REGISTRAR'S APPROVAL. Failure to do so will keep proposal from being placed on the agenda.

Registrar: _____ Date: _____

Provost: _____ Date: _____

Approval signatures (as needed):

Chair of Teacher Ed: _____ Date: _____

Chair of Graduate Council: _____ Date: _____

Other (e.g., external agency): _____ Date: _____

4. Does this proposal affect any other departments? Yes No

If yes, which one(s) and how?

Affected Dept Chair: Agree Disagree

Chair's signature: _____ Date: _____

5. Does this proposal affect any cross-listing? Yes No

If so, which one(s)? _____

Include all prefixes affected: _____

Cross-listed Dept Vote: _____ For _____ Against _____ Abstain

Chair's signature: _____ Date: _____

6. Does this proposal affect the Articulation Agreement? Yes No

If yes, notify the Office of Academic Affairs.

7. Does this proposal require any additional resources? Yes No

If yes, be specific:

8. Course description:

Prefix & Number _____ New course title: _____

Credit Hrs _____ Prerequisites? _____

Required for? * Yes No [*Check yes if this proposal alters the requirements for a Program, and submit an accompanying Program Proposal Form.*]

Does this course replace or is it equivalent to any other course(s)? If so, please list the equivalent course(s) or attach a crosswalk table. In addition, please submit a course proposal form to delete course(s) being replaced.

This course is equivalent to or replaces _____

New course catalog description:

Using only 27 characters, including spaces, type the new course title below; use abbreviations:

Course code:

Click Submit to send the proposal via email.

Course Proposal 2 of 3

You will need to save the form to your computer fill it out. Then, click the submit button to send the form as an email attachment.

Committee Use Only:

Dept: _____ Contact Person: _____

New course title: _____

Curriculum Subcommittee Action:

The Curriculum Subcommittee considers this proposal to be (e.g., minor revision, new course, etc):

Provisions to be met (if any):

Curriculum Subcommittee vote: _____ For _____ Against _____ Abstain

Curriculum Subcommittee Chair: _____ Date: _____

Other required signatures:

Academic Affairs vote: _____ For _____ Against _____ Abstain

Academic Affairs Chair: _____ Date: _____

Faculty Senate vote: _____ For _____ Against _____ Abstain

Faculty Senate Chair: _____ Date: _____