NEW COURSE PROPOSAL

1. Submitted by: ___________________________ Date: ___________________________

2. ____________________________________________
   (course prefix and number) (course title)

3. ____________________________________________
   (semesters or terms offered) (credit hours) (dist. req. credit, if any)

4. Proposed catalog description

5. Statement concerning personnel requirements for teaching this course. (Who will teach
   it? How will it fit in with course loads? If additional personnel will be required, state
   qualifications needed.)

6. Statement concerning additional library, LRC, or other costs entailed by this course.
   (Include major and minor or other requirements met by the course)

7. Statement concerning whether the course is to be used by another department. If
   another department is involved, that department must give approval and statement
   concerning its need must be provided.
8. Statement concerning need for this course and rationale for adding it to the curriculum.

9. Outline of the course:

Department
Chairperson:___________________________________________________________

Vice President for
AcademicAffairs________________________________________________________

Revised 12-99