

(Please return to the Registrar's office)

NEW COURSE AND GENERAL EDUCATION PROPOSAL FORM

New course ___ New course plus GE ___ Add/Change GE attribute to existing course ___
Reinstate inactive course ___ Last Taught _____

Dept. Name: _____ Course No: _____

Catalog Course Title: _____

Class/Lab Course Title: _____
(limit of 25 characters)

Draft catalog course description: (limit to 75 words):

Term type: Semester ___ Interim ___ Summer ___
(Interim and Summer school courses cannot be taught during a regular semester without approval as a semester course)

First time course will be offered : Sem I ___ Interim ___ Sem II ___ Summer ___ Academic Year _____
or for existing course, has been taught since: _____

Course Location: On Campus ___ Off-Campus - Domestic ___ Off-Campus – Int'l ___

Is this a topics or seminar course? Yes ___ No ___ If yes: Topics ___ Seminar ___
(The course number will remain the same each time it is taught, but the course title will include "Top:" or "Sem:" to allow for a change in title)

Does course require a discussion section as a separate registration? Yes ___ No ___

Is this a lab? Yes ___ No ___ or will this course have a separate lab? Yes ___ No ___

Will course be taught as a half semester course? Yes ___ No ___

Credit Value: .25 ___ .50 ___ .75 ___ 1.00 ___ other ___ Grading Option: Graded ___ or P/N ___

Estimate of number of hours of out-of-class student work required for the course per week: _____
(Minimum of 2-3 hours of out-of-class student work required per hour of in-class time for a 1.00 credit course)

Are there fees associated with this course? Yes ___ No ___

If yes, list amount and type \$ _____ Type _____

May a student repeat this course? Yes ___ No ___ If yes, how many times? _____

Prerequisite needed for this course? Yes ___ No ___

If yes, list course prerequisites as they should appear in the College catalog:
