



Proposal #

## CATEGORY A NEW COURSE PROPOSAL

Use for new program course(s) or when pre-requisites/co-requisites for an existing course affect another academic unit

**Must be approved by Faculty Senate before Curriculum or Graduate Committee consideration**

**ATTENTION: Adobe Professional 7 is needed to save as an editable PDF.**

Curriculum/Graduate Committee Use:

\_\_\_\_\_ 1st Reading      \_\_\_\_\_ Revised      Date: \_\_\_\_\_

\_\_\_\_\_ Tabled

\_\_\_\_\_ 2nd Reading      \_\_\_\_\_ Revised      Date: \_\_\_\_\_

\_\_\_\_\_ Not approved

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Withdrawn

Course title:

Course subject & no.:

Lecture hours per week: 1 hour per credit

Lab hours per week: 2 hours per credit

Credits:

Grading mode:

Campus

1. Rationale (include details of prior consultation with other affected academic units):

**(To enter text in bold, underlined, etc. go to View>Toolbars>Properties Bar)**

2. Course description:

3. Catalog copy (course description as it should appear in the academic catalog):



**5.** Academic or technical pre-requisite; technology required for access to course materials

**6.** List grading criteria that comprise a student's final grade (by percentage or points)

**7.** Identify (1) required texts (2) optional recommended texts for students, and (3) supplemental references and materials to be made available by the library.

**8.** List additional space, facilities, or supplies the University is expected to furnish for this course.

Approvals in the order needed:

	Printed Name	Signature	Date
Initiating faculty member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chair, academic unit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean, academic unit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chair, Curriculum or Graduate Committee:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registrar:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Provost:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4.**

Course content by topic: List main topic areas and apportion lecture and/or lab hours for each topic. Total hours must meet the minimum required hours to support the course credits (12.5 lecture hours per credit; 25 lab hours per credit). For example, a 3-credit lecture class with no lab would need 37.5 hours. Distance delivered courses should indicate the approximate number of hours for students to be involved in each topic (37.5 hours per credit for a lecture type course). For example, a 3-credit distance course with no lab would need a minimum total of 113 student hours.

Topic

	<b>Totals</b>		

You must click in the **Totals** boxes for final calculations to appear

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