Proposal for New Course Offering

Please use a separate form for each course number. Do not combine grad and undergrad offerings.

Department: ______________________________ Date Submitted: __________________________

Course No: __________ Title of Course: __________________________________________

Credit Hours: ______ Class: Undergrad [ ] OR Grad [ ] Course Component: ______________

Would you like this course to fulfill a general education requirement? YES [ ] NO [ ]
(if yes, please contact me for current forms - do not submit online requests)

Would you like this to be included as a Writing Infused course? YES [ ] NO [ ]
(if yes, complete and attach the WI application form)

Would you like this to be included as a Human Diversity course? YES [ ] NO [ ]
(if yes, complete and attach the HD application form)

Course description to be used in catalog: (use catalog language and avoid phrases like “This course is a study of…”)

Reason for offering course:

List of departments you have contacted to avoid duplication of content: (attach a signed “Verification of Non-Duplication of Course Content” form OR verification email from each department)

In addition to the above, the following materials must be attached for this proposal to be considered:

1) syllabus including information about course assignments
2) grading procedures including a grading scale and example of how grades will be calculated using points or percentages
3) bibliography
4) for graduate-level courses, assessment details must be included.

Updated 9/19/19