



Unit Name	Prepared by	Date Approved by Unit Faculty Council

Course to be Introduced		
Proposed Course Number	Course Title	Credit Hours
Abbreviated Course Title (Maximum 30 characters)		
Grading Mode: Letter Grades <input type="checkbox"/> Pass / Fail <input type="checkbox"/> *If Pass/Fail, include "course graded pass/fail" in course description below.		
Proposed New Calendar Description (including any pre- or co-requisites. Must not exceed 4 lines, 75 characters per line)		
State reasons for the introduction of the new course		
Is this change being made as a result of an academic program review? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Expected Enrollment		
Course Offering Cycle (e.g., yearly, every two years, as needed). <i>Provide explanation if not yearly.</i>		
Duration of Delivery: Weeks / Terms	Hours per week	
Required or Elective course (indicate degree program)		
Is there any additional cost in terms of staff, facilities or equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, a statement from the Budget Dean must be appended</i>		
To be appended for all courses introduced:		
<input type="checkbox"/> Course Outline A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook(s) (if applicable). Include a statement on Academic Dishonesty and a breakdown of how the course is evaluated.		
<input type="checkbox"/> Letters of Support (if necessary, from units perceiving duplication or overlap)		
<input type="checkbox"/> Library Resource Statement Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.		
Signed Approval		
Department Head _____	Date of Unit Faculty Council Approval _____	
Chair, Faculty Graduate Committee _____	_____	
Budget Dean _____	MM/DD/YYYY	