**New Course Proposal**

New course proposals originate with the Department Curriculum Committee and must be approved by the Department, the College Curriculum Committee, and the College Dean.

Proposals for Graduate level courses are forwarded to the Graduate Affairs Council for approval.

Proposals for new courses intended for inclusion in the Core Curriculum must also be approved by the Core Curriculum Advisory Committee before being presented to the College Dean.

Once fully approved, the proposal is forwarded to the Registrar’s Office/Graduate College for inclusion in the appropriate catalog.

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| Name of program: |
| Department/School/College |
| Contact person - Name, email |
| **I.** **Catalog Entry** |
|  a. Prefix (three or four capital letters) |
| b. Course Number (three numbers) |
|  c. Course Title |
|  d. Prerequisites |
|  e. Credit Hours |
| f. Brief Description |
| **II. Background and Justification** |
| a. Need for the Course |
| b. Students for Whom Course is Offered |
| c. Anticipated Enrollment |
| d. Frequency of Course Offerings |
| **III.** **Rationale for Resources Required** |
| a. Faculty Resources |
| b. Effect on Existing Curricula |
| c. Facilities, Equipment and Supplies |
| d. Computer Resources |
| e. Other Anticipated Resources |
| **IV. Course syllabus** – attach a course syllabus including content described in the new course proposal instructions. |

Attach appropriate signature page.