

Note: Use Adobe Reader or Adobe Acrobat Professional to complete and save this form.

## Proposal to Add Course

TO:

HELP

THROUGH:

PEC (if indicated) Yes No

FROM:

### Course Information:

Title: (limit to 50 spaces/characters)

Does this request add a course to the General Education Curriculum computer competency, writing intensive, speaking intensive, and capstone requirements? Yes No

The AC chair will refer all GEC items to the General Education Committee for review before presentation to the full council.

Does this request affect a degree plan? Yes No If yes, please follow the instructions for modifying a degree plan.

Course Prefix:

Course Number:

CIP Code:

Semester Credit Hours:

Grading Method:

Abbreviated Title: Limit to 19 spaces/characters

Bulletin Description (limit 180 spaces/characters):

Effective Semester for Implementation\*: Fall Spring Summer

\*Note: Course must be approved prior to early registration for the semester that the course is to be offered.

Recommended section size:

Can this course be repeated for credit? Yes No Total number of repeats allowed

Is consent required for students to take this course? Yes No

Is this course equivalent to (may be taken as) any other course? Yes No

If yes, specify which course(s):

May students enroll in more than one section of this course in a single semester? Yes No

IHL Method of Instruction Code(s):

(Select code from list here.)

Note: Online courses must be approved by the Academic and/or Graduate Councils.

Upon approval, syllabus must be submitted to IHL via LEC.

Comments/Explanations/Rationales: Explain how assessment results were used in the determination of this action.

### Approval Process

# **Additional Information for Proposal to Add Course**

**A brief statement of the course objectives:**

**The nature of the intended student audience:**

**Titles and publication dates of suggested texts or required reading materials:**

**Methods of testing or evaluation, including the manner of grade determination (e.g., weights attached to specific components):**

**A course outline listing major topics to be included in the course:**

**Research component, if a graduate course:**

**Attach a separate document to proposal if A) new course requires special facilities, additional faculty, or other special requirements and/or B) proposed course overlaps existing course.**

**A) Proposal for new course that requires special facilities or additional faculty (or that have other special requirements, such as restricted enrollment, off-campus components, or special laboratory needs) must address each of these issues in enough detail to allow council members to make an informed decision.**

**B) Any course overlap must be justified. Evidence of cooperation between the departments, schools, or colleges in which the overlap occurs must be provided. In cases where agreement between colleges cannot be reached, the proposal will be forwarded to the Intercollegiate Curriculum Committee for review. ([See Guidelines](#))**