

**NEW COURSE PROPOSAL FORM**  
**Undergraduate Academic Affairs Council**

Submitted by \_\_\_\_\_ (Department Name)

1. Term this course begins (effective date):

2. Abbreviated Title of Course (field of 30 spaces):

3. Long Course Title (field of 50 spaces):

4. Full Title of course:

5. Course Description:

6. Variable Credit?  Yes  No

7. Number (or range) of Credits: \_\_\_\_\_

8. Grading Basis:  Letter Graded  Pass/Fail

9. Repeat for Credit?  Yes  No

10. Number of times can repeat course for credit: \_\_\_\_\_

11. Total credits that can be earned for this course \_\_\_\_\_

12. Course requires instructor Consent?  Yes  No

13. Course requires department consent?  Yes  No

14. Course Attributes (choose from): ABRD, ASMT, CDRL, DE, DIV, ETHN, EXDG, GE, HNRS, LAB, LEVL, NW, REM, XCAT, XREG, XSUB

15. Course Topic (if appl.):

16. Proposed for General Education?  Yes  No

17. If yes, what area:

18. Subject Area: \_\_\_\_\_ Catalog No. \_\_\_\_\_

**Must be approved by Registrar's Office  
prior to submitting this form.**

19. Typically Offered (choose one):

Every Third Term Beginning Fall '12

Fall and Spring Term

Spring Term Even Years Only

Fall Term Even Years Only

Fall, J-Term, and Spring Terms

Spring Term Odd Years Only

Fall Term Every Other Year

Fall, Spring, and Summer Terms

Spring Term Only

Fall Term Odd Years Only

Occasional by Demand

Spring Term Every Other Year

Fall Term Only

Other, Refer to Catalog

Summer Only

20. Prerequisite/Corequisite:

21. Course component (choose from): lecture, laboratory, discussion, field studies, independent study, practicum, research, seminary, supervision, thesis research.

22. Objective of Course:

23. Evaluation procedures and techniques:

24. Special projects, term papers, class reports, etc.

25. Courses to be dropped as result of this new course?

26. Attach appropriate Department minutes showing approval of this course.

**Office Use:**

Created 7/18/2012

Date Rec'd: \_\_\_\_\_

Course ID No. \_\_\_\_\_

Input By: \_\_\_\_\_

Date Input: \_\_\_\_\_