

COVER SHEET - NEW and REVISED COURSES

Commission on Undergraduate Studies and Policies/ Commission on Graduate Studies and Policies/ University Core Curriculum Committee
Effective August 1993

- SEE I - VIII for Basic Course Proposal Guidelines•
- SEE APPENDIX FOR NOTES, EXPLANATIONS AND ADDITIONAL GUIDELINES•
- PRINT CLEARLY, TYPE or COMPLETE ELECTRONICALLY•

PROPOSAL DATE: _____ **DEPARTMENT:** _____

COURSE DESIGNATOR AND NUMBER: _____

TITLE OF COURSE: _____

TRANSCRIPT (ADP) TITLE (MAX-30 Characters): _____

INSTRUCTOR and/or DEPARTMENTAL CONTACT: _____ **CONTACT MAILCODE:** _____

CONTACT PHONE: _____ **CONTACT E-MAIL:** _____

CHECK IF GRADUATE CREDIT IS REQUESTED (15 copies required for CGSP)

CHECK ONLY ONE OF THE FOLLOWING BOXES

- NEW COURSE** **REVISED COURSE** [Revision>20%____ Revision<20%____]
- NEW COURSE & INCLUSION IN THE CORE** [Area____] **OTHER:** _____
Include Attachment, If Needed
- REVISED COURSE FOR INCLUSION IN THE CORE OR CORE AREA CHANGE**

- Courses routed directly to the University Core Committee MUST be endorsed by the appropriate Department Head or Dean.
- The Chair of the University Core Committee shall inform the appropriate college curriculum committee of all courses under review by the core committee.

- A **Attach Statement from Dean or Departmental Representative as to whether Teaching this Course will Require or Generate the Need for Additional Departmental Resources.**
- B **Attach Appropriate Letters of Support from Affected Departments and/or Colleges.**
- C **Effective Semester:** _____
- D **Change in Title From:** _____
To: _____
- E **Change in Lecture and/or Lab Hours** **From:** _____ **To:** _____
- F **Change in Credit Hours** **From:** _____ **To:** _____
- G **Percentage of Revision from Current Syllabus:** _____ **Revision Summary:** _____
- H **Course Number(s) and Title(s) to be Deleted from the Catalog with APPROVAL of course:** _____

APPROVAL SIGNATURES

Department Representative _____ Date: _____
College Curriculum Committee Representative _____ Date: _____
College Dean _____ Date: _____

