



Academic Affairs Committee

New Course Proposal Cover Sheet

Course Discipline:

Course Level:

(Indicate course level by 1XXX, 2XXX, 3XXX, 4XXX, 5XXX, 6XXX.)

Proposed Title:

Total Credit Hours: ____ **Breakdown (Lecture:** ____ **Lab:** ____ **Other:** ____)

Is this course repeatable? YES ☐ NO ☐ If yes, how many times? ____

Has this course been taught as a Special Topics? YES ☐ NO ☐

If so, number of times taught: ____ **Average number of students/semester:** ____

Justification for proposing this new course:

Program to which this course belongs (Major, Minor, Concentration, and/or Certificate). Briefly explain how the course will be utilized within the program(s) (e.g., University core course, major course, elective, or substitution):

Other programs affected by these changes:

Have these programs been notified of the changes? YES ☐ NO ☐ N/A ☐

Catalog Description:

Prerequisites:

Co-requisites:

Course(s) that are duplicated, or to be discontinued or revised if this course is approved:

Additional Resource Requirements and Proposed Sources of Funding (e.g., library, instructional materials, faculty, staff): (Please indicate N/A when appropriate).

Resource Requirement	Proposed Source of Funding (if applicable)
Library	
Instructional Materials	
Faculty	
Staff	
Other:	
Other:	

Contact Person:

Department:

Email:

Phone:

Recommended term to start: _____

Limitations: AAC will determine actual term to start.

Note: Syllabus attached (*required, or proposal will be summarily rejected*).

Discipline vote: Yes _____ No _____ Abstain _____

Department vote: Yes _____ No _____ Abstain _____

Reviewed: _____

Department Chair, BSW or MSW Coordinator Date

Print Name

Reviewed by:

School or College Dean

Date

Print Name

Department Chair Submitted to AAC: _____

Date

Approve

Deny

Chair, Academic Affairs

Date

Print Name

Approve

Deny

Chair, Faculty Senate

Date

Print Name

ACTION:

Approve

Deny

Vice President for Academic Affairs

Date

Print Name

Office of the VPAA sent to the Office of the Registrar: _____
Date

Received by Office of the Registrar: _____
Date

Reviewed by Office of the Registrar: _____
Date

Banner Updated: _____
Date

Catalog Updated: _____
Date

Office of the Registrar distributed to the following parties: _____
Date

CC: Posted to the Academic Affairs Committee Shared Drive
Vice President for Academic Affairs
Chair, AAC
School or College Dean
Department Chair/BSW or MSW Coordinator