PROPOSAL FOR COURSE APPROVAL

*(All information on this sheet should be taken from the information on the course outline.*

*Please check that there are no discrepancies between the two.)*

* 1. Division: Choose an item.
  2. Department:Choose an item.
  3. Course prefix, number and title:Click or tap here to enter text.
  4. The following information provided by the originator(s) must be attached:
     + 1. Rationale for adding the course (including appropriate documentation of student/employer need, advisory committee minutes, etc.)
       2. Course outline including student learning objectives, performance expectations, assessment strategies, and general education goals.
       3. Three articulation agreements for transfer courses as provided by the Transfer Coordinator
       4. Budget implications, equipment, software, materials, space modifications (as appropriate)
       5. Documentation of review by the Dean
       6. Comments both from the division in which the course will be offered and any division that would be affected by offering the course.
  5. This course is intended to be (check all that apply):

Transfer (AA or AS)

AAS Degree: Click or tap here to enter text.

Certificate: Program Click or tap here to enter text.

Vocational Skills Course

Remedial/Developmental

Continuing Education (credit)

IAI Equivalent (must have articulation before approval)

1. This course has been articulated:  Yes  No  Not Applicable
2. Anticipated Effective Date: Choose an item. Choose an item.
3. The course will be offered:  Fall Spring  Summer

Submitted by: Click or tap here to enter text. Date Submitted: Click or tap to enter a date.

Reviewed by Dean: Click or tap here to enter text. Date Approved: Click or tap to enter a date.

Committee Approval: Date Approved:

Approved by VPAA: Date Approved: