

New Course Proposal Form

Prior to submitting a new course proposal to Academic Council the following steps must take place:

- Formal Departmental Discussions
- Discussion with Academic Dean
- Departmental Approval
- Formal Discussion with Chairs

Date: _____ Major: _____ Proposed By: _____

Code: _____ Title: _____

Course Description:

Course Objectives:

Satisfies: _____ Major Requirement _____ Elective

Population who would take this course:

Term Offered:

Credits: _____ Clock Hours (Weekly): _____ Fee: _____

Prerequisites:

Suggested Minimum Enrollment: _____ Suggested Maximum Enrollment: _____

Potential Costs to College (set up, equipment, etc.):

Course this Replaces, if any:

Date Approved in Academic Council:

Submit this form to the Registrar's Office (or registrar@moore.edu) for course code prior to proposing new course to Academic Council.

For Registration Use Only:

_____ Fee Description entered by BO

Catalog _ Record: _____ Catalog; _____ Description; _____ Sub-Type; _____ Credits; _____ Coreqs; _____ XRef; _____ XTally; _____ Fees

_____ Initials _____ Date