



# New Course Proposal: CourseLeaf

Purpose: used as a template to facilitate discussion in the college(s)/school(s)/department(s) for a new course proposal. All new courses must follow the [Provost guidelines](#) and then be entered and approved in the [CourseLeaf](#) online approval process.

### Instructions:

1. Complete Sections 1 of this form using a computer.
2. Print the form using the 'Print Form' button.
3. Route as needed.

**Note:** all new courses start in the fall term of the academic year.

### Section 1: Course Information

Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

Rationale for adding this course

Syllabus (a syllabus must be submitted in CourseLeaf for all new courses)

Academic Level  Undergraduate  Graduate  Law  Dental  Health Sciences Professional

College/School \_\_\_\_\_

Department \_\_\_\_\_

Subject Code (e.g. ENGL)

will be reviewed by the Registrar and changed, if necessary to fit the CheckMarq standard

\_\_\_\_\_

Course Number

will be reviewed by the Registrar and changed, if necessary to fit the Course Numbering Policy

\_\_\_\_\_

4000/5000 Course

4000/7000 Course

Start Term/Year  
e.g. fall XXXX

\_\_\_\_\_

Full Course Title

do not use abbreviations

\_\_\_\_\_

Short Course Title

20 character max

\_\_\_\_\_

Bulletin Description

enter the information for the New Course you are proposing as you would like to see it in the bulletin. Descriptions should be written in active tense. Do not begin any sentence with "This course", as this phrase is understood by the reader. Registrar will review and edit, as needed.

\_\_\_\_\_

Prerequisite(s)

\_\_\_\_\_

Slash list Prerequisite(s)

\_\_\_\_\_

Special Fees

lab fees, material fees, etc.

\_\_\_\_\_

Minimum Credit Hours

\_\_\_\_\_

Maximum Credit Hours

leave blank, if not a variable credit course

\_\_\_\_\_

How many times can this course be repeated?

must follow the University policy for your college/school

\_\_\_\_\_

Grading Basis

(Graded; S/U)

\_\_\_\_\_

Course Components (check one box)

Lecture

Lecture/Lab

Lecture/Discussion

Lecture/Lab/Discussion

Lecture/Quiz

Other

\_\_\_\_\_

Attributes (check all that apply)

Honors Course

Online Course

International Content Course

Interdisciplinary Course

(which one)

Off-Campus Location

(location)

MCC

(which one)