

## INSTRUCTIONS FOR COMPLETING THE COURSE PROPOSAL FORM TO SEEK APPROVAL FOR A NEW COURSE

Please complete these sections of the Course Proposal Form using the **Times New Roman font** to fill in the spaces.

1. Fill in the name of your
  - a. Department/area/division
  - b. College.
2. Put and X in the parentheses before "Add".
3. Complete the "Proposed Bulletin Listing."
  - a. Use the Course Description Template as a guide.
  - b. The **Bulletin** will read exactly as they are described here, so please pay careful attention to spelling and punctuation.
4. Fill in your name and phone number in case committee members need clarification.
5. Provide a brief rationale for offering the new course.
6. If you wish this course to be included in the General Education list, please note that.
7. If this is course is below the 3000 level, indicate which of the State of Missouri goals it will fulfill.
8. Consider whether changing this course might affect the curricula or enrollment of other departments. It is better to consult widely before submitting the proposal. Often other departments are interested in new courses that may be only slightly related to the proposed course.
  - a. If this is a cross-listed course, it automatically affects the other department(s).
  - b. Cross-listed courses must have identical titles, hours, prerequisites and descriptions as those that you are proposing on this form.
  - c. Your proposal will be held until all other departments submit proposals with the same changes as proposed here.
  - d. Any interested departments should be listed. Please ask their chairs to submit comments and approvals to [curriculum@umsl.edu](mailto:curriculum@umsl.edu).
9. Begin the approval process at the unit level.
10. The dean will submit your proposal to the Office of Academic Affairs, thereby indicating that all unit procedures were followed and that the college approves the proposal.