

# New Course Proposal Cover Sheet

CIC actions require the chancellor's approval before implementation.

\_\_\_\_\_  
Subject - course number

\_\_\_\_\_  
Max/Min semester credits

1. **Full Course Title:** (Maximum 60 spaces, no abbreviations)
2. **Short Title:** (Maximum 30 spaces)
3. **Prerequisites/Enrollment requirements:**
4. **Catalog Description:** (Maximum 50 words, six lines describing content. Avoid extraneous wording; no abbreviations.)
5. **This course is required in the following programs:**
6. **The following academic departments were consulted to avoid duplication:**
7. **Implementation year/term:**
8. **Attach required documentation:** See web resources below regarding specific formats for course objectives, evaluation, outline, reason for adding, impact on existing offerings, housing of the course, and resource requirements.

Primary type of instruction	*GE/ES/GLP categories	Grade Options	Terms offered
<input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Discussion <input type="checkbox"/> Seminar <input type="checkbox"/> Indep Study <input type="checkbox"/> Field <span style="padding-left: 100px;">Exp</span>	<input type="checkbox"/> COMSK <input type="checkbox"/> ANRSN <input type="checkbox"/> HPE <input type="checkbox"/> HUM <input type="checkbox"/> SBSCI <input type="checkbox"/> NSCI <input type="checkbox"/> TECH <input type="checkbox"/> INTER <input type="checkbox"/> ES-A <input type="checkbox"/> Global <input type="checkbox"/> ES-B                  Perspective	<input type="checkbox"/> Letter grades A - F <input type="checkbox"/> O-S-U (student teaching only) <input type="checkbox"/> In Progress Option	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> WinTerm <input type="checkbox"/> Summer
<b>Special considerations</b> (check all that apply):			
<input type="checkbox"/> Special course fee required ** <input type="checkbox"/> Repeatable for _____ maximum credits, _____ times <input type="checkbox"/> Replaces existing course number _____ <input type="checkbox"/> Special course (1 or 2 times only) Note: This course WILL be dropped. <input type="checkbox"/> Variable topic course			
<b>** Special Course Fee Approval form must be submitted to the Provost's Office for Special Course Fee Committee approval.</b>			
Submitted by: _____ <div style="text-align: center; margin-left: 200px;">Proposer (please print)</div> <div style="text-align: right; margin-right: 50px;">Date</div> <hr/> <div style="text-align: center; margin-left: 150px;">Department Chair's signature indicating approval</div> <div style="text-align: right; margin-right: 50px;">Date</div> <hr/> <div style="text-align: center; margin-left: 150px;">Dean's signature indicating approval</div> <div style="text-align: right; margin-right: 50px;">Date</div> <hr/> <div style="text-align: center; margin-left: 100px;">Additional approval (Associate Vice Chancellor, GEC, GrEC)</div> <div style="text-align: right; margin-right: 50px;">Date</div>			

Web Resources: New Course Development Help <http://www3.uwstout.edu/provost/currhb/newcourse.cfm>  
 Required Course Documentation <http://www3.uwstout.edu/provost/currhb/newcourseimplement.cfm>  
 Process for approval <http://www3.uwstout.edu/provost/currhb/newcourseapproval.cfm>