

### Course Proposal Form

**NEW COURSE:** Refer to the requirement checklist found in Appendix B.

**CHANGE** or  **DELETION**, attach a statement of justification to this form.

<b>For Change / Deletion Proposals:</b>
<b>Indicate type of change(s) - Check all that apply:</b> <input type="checkbox"/> Title <input type="checkbox"/> Number <input type="checkbox"/> Prerequisite(s) <input type="checkbox"/> Credit Hours <input type="checkbox"/> Description <input type="checkbox"/> Deletion <input type="checkbox"/> Other
<b>Type of course:</b> <input type="checkbox"/> Required for major <input type="checkbox"/> General Education Elective <input type="checkbox"/> CED Course
<b>Please provide a <u>brief</u> description of the proposed change / deletion:</b>  

<b>For New Course Proposals:</b>
<b>Proposed Course Code</b> _____ <b>Course Name:</b> _____
<b>Credit Hour Breakdown:</b> ___ Lecture, ___ Lab, ___ Shop, ___ Other, please explain: _____  
<b>Prerequisites:</b> _____
<b>Associated Fees:</b> _____
<b>Associated Library/AV materials:</b> _____
<b>Program(s) affected:</b> _____ <i>Please use rationale, format and responses that are consistent with college and MCCS policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCS Board for approval. When appropriate attach current catalogue listing.</i>

<b>Department Chairs and Academic Dean Signatures and Chair Initials</b>
<i>Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.</i>
<b>Submitted by:</b> _____  
<b>Academic Dean:</b> _____ <b>A.C.C. Chair Initials &amp; Date:</b> _____

<b>Academic and Committee Chair Signature</b>
<i>Signature of the Chair denotes that the proposal has been approved by the ACC.</i>
<b>Academic &amp; Curriculum Committee Chair</b> _____ <b>Date</b> _____

<b>Final Approval Signature</b>
<b>WCCC President</b> _____ <b>Date</b> _____