Appendix A

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.

For Change / Deletion Proposals:

Indicate type of change(s) - Check all that apply:

☐ Title ☐ Number ☐ Prerequisite(s) ☐ Credit Hours ☐ Description ☑ Deletion ☐ Other

Type of course: ☐ Required for major ☑ General Education Elective ☐ CED Course

Please provide a *brief* description of the proposed change / deletion:

With the addition of ENG 101L (College Composition Lab), this course is no longer necessary.

For New Course Proposals:

Proposed Course Code ENG 097 **Course Name**: Foundations of College Composition

Credit Hour Breakdown: 3 Lecture, ___Lab, ___ Shop, ___Other, please explain: _____

_____

Prerequisites: Co-requisite: College Composition (ENG 101)

Associated Fees: _____

Associated Library/AV materials: _____

Program(s) affected: _____

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.

Department Chairs and Academic Dean Signatures and Chair Initials

Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.

Submitted by: Molly McDonald & Kelly Peters _____

_____ _____

Academic Dean: _____ **A.C.C. Chair Initials & Date:** _____

Academic and Committee Chair Signature

Signature of the Chair denotes that the proposal has been approved by the ACC.

_____ _____

Academic & Curriculum Committee Chair **Date**

Final Approval Signature

_____ _____

WCCC President **Date**