

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: <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
Type of course: <input type="checkbox"/> Required for major <input type="checkbox"/> General Education Elective <input type="checkbox"/> CED Course
Please provide a <u>brief</u> description of the proposed change / deletion: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

For New Course Proposals:
Proposed Course Code _____ Course Name: _____
Credit Hour Breakdown: ___ Lecture, ___ Lab, ___ Shop, ___ Other, please explain: _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Prerequisites: _____
Associated Fees: _____
Associated Library/AV materials: _____
Program(s) affected: _____
<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>

Department Chairs and Academic Dean Signatures and Chair Initials
<i>Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.</i>
Submitted by: _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Academic Dean: _____ A.C.C. Chair Initials & Date: _____

Academic and Committee Chair Signature
<i>Signature of the Chair denotes that the proposal has been approved by the ACC.</i>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Academic & Curriculum Committee Chair</div> <div style="width: 45%;">Date</div> </div>

Final Approval Signature
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">WCCC President</div> <div style="width: 45%;">Date</div> </div>