



### COP New Course Proposal Form

<b>Subject Code</b> (Ex: ENG, PSY, EDU)	
<b>Course #</b> (specify recommended range)	1            2            3            4
<b>Title</b> (30 characters total including spaces)	
<b>Credits</b>	
<b>Grade Mode</b> (Standard or Pass/Fail) <i>Standard Mode (S) = A, A-, B+, B, B-, C+, C, C-, D, F</i> <i>Pass/Fail Mode (F) = F or P</i>	
<b>Schedule Type</b> (Individual Appts., Lecture/Lab, Directed/Independent Study, Lecture, Field Work, Hybrid, Internship/Practicum, Lab, Seminar, Off Campus, Clinical/Rotation, Research, Travel, Internet) <b>*The only schedule types that will be given rooms during scheduling are: Lecture/Lab, Lecture, Hybrid, Lab &amp; Seminar.</b>	
<b>Course Fee</b> (if applicable) i.e. travel course	
<b>Course Description</b>	<b>**ATTACH ELECTRONICALLY** (as word doc.)</b>

<b>First Semester Offered:</b> ___ Summer ___ Fall ___ Spring of 20_____
--

<b>Will be offering:</b> ___ Summer Only            ___ Fall Only ___ Spring Only            ___ Every Semester ___ Every Other Summer ___ Every Other Fall            ___ Every Other Spring
---

<b>Degree Program Attribute</b> (Ex: ADV, EXP)	
<b>Field of Study Restrictions</b> (Majors & Minors)	<b>Include: PHRM</b> OR <b>Exclude:</b>
<b>Class Restrictions</b> (Freshmen, Sophomores, Juniors, Seniors)	<b>Include:</b> OR <b>Exclude:</b>
<b>Pre-Requisites</b> (Include Minimum Grade needed)	
<b>Co-Requisites</b> (Include Minimum Grade needed)	
<b>Other</b> (Ex: College, Level, Campus, Dept.)	

_____ <b>Instructor's Signature</b>
_____ <b>Department Chair's Signature</b>
_____ <b>Dean's Signature</b>
_____ <b>Curriculum/Academic Affairs Committee Signature</b>

Please have all boxes completed, an electronic copy of the course description attached and all signatures obtained before sending to the Dean's Office. Once completely approved, please Scan and Email (with electronic course description to the Registrar's Office: Aubrey Heller ([aheller@une.edu](mailto:aheller@une.edu)) (207) 221-4245