



COP Pilot Course Proposal Form

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

First Semester Offered:
 ___ Summer ___ Fall ___ Spring
 of 20_____

Will be offering:
 ___ Summer Only ___ Fall Only
 ___ Spring Only ___ Every Semester
 ___ Every Other Summer
 ___ Every Other Fall ___ Every Other Spring

A **Pilot** course is a course that has never been offered before. A **Pilot** course can run **no more than 2 times in a 2 year academic period.**

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

Instructor's Signature

Department Chair's Signature

Dean's Signature

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) (207) 221-4245