



UG CAS New 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) <i>*The only schedule types that will be given rooms during scheduling are: Lecture/Lab, Lecture, Hybrid, Lab & Seminar.</i>	
Course Fee (if applicable) i.e. travel course	
Course Description	**ATTACH ELECTRONICALLY** (as word doc.)

Degree Program Attribute (Ex: ADV, EXP)	
Field of Study Restrictions (Majors & Minors)	Include: 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.)	

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

Will be offering:
 ___ Every Fall ___ Every Spring
 ___ Every Fall & Spring
 ___ Every Other Fall
 ___ Every Other Spring

Instructor's Signature

Department Chair's Signature

***Chair of CASFA Signature**

***Chair of ACC 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