



UG New Course Proposal Form

Summer/Fall/Winter/Spring (circle) of 201_____

Subject Code (Ex: ENG, PSY, EDU)
Course # (specify recommended range) 1__ 2__ 3__ 4__ 5__
Title (30 characters total including spaces)
Credits
Campus (Biddeford, Portland, Morocco, Seville, Online)
Grade Mode (Standard or Pass/Fail)
Max Cap
Meeting Dates/Times (can't be guaranteed)
Instructional Academic Requirement (Ex: Smart Board, Mounted Display Screen, Tiered Classroom)
Instructor (Including PRN)
Course Fee
Notes/Comments to be displayed on U-Online
Course Description **ATTACH ELECTRONICALLY**

Degree Program Attributes (Ex: ADV, EXP)
Field of Study Restrictions (Majors & Minors)
Class Restrictions (Freshman, Sophomores, Juniors, Seniors)
Pre-Requisites (Include Minimum Grade needed)
Co-Requisites (Include Subject & Course Number)
Other (Ex: College, Level, Campus)

Cross Listed (Yes/No)
If Yes- with what? (Include CRN, Subject, Course Number and Section)
Total Cap between both Sections

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 along with the Electronic Course Description to the Registrar's Office: Aubrey Heller- Assistant Registrar aheller@une.edu (207)221-4245

Department: _____
Instructor Signature: _____
Department Chair Signature: _____
Dean Signature: _____

*Chair of CASFA: _____
*Chair, ACC: _____
*CAS Courses Only

*Pres. WCHPA: _____
*Chair, AEC: _____
*WCHP Courses Only