

Curricular Action Workflow: New Course Proposal Form Guide

Step 1:

Fill out course code. Select a course number that has not already been used. The system will auto validate the number selected and notify the submitter if the number is available. A list of course numbers that **cannot be used** are located at the “*check availability*” link.

Step 2:

Fill out the additional course information.

***CGEIP and EPPC approval will add a MINIMUM of 30 days to the process. Please email curriculum@missouristate.edu if you are unsure whether your course must go through either of those approval processes.**

Step 3:

Enter prerequisite or co-requisite requirements. Include the catalog course description as indicated. Course description must include periodicity, credit hours, and lecture/lab hours.

Be sure to add total credit hours, lecture contact and lab contact hours in the drop down boxes.

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Step 4: Indicate the periodicity of the course (when the course will be offered). This should be determined by the department and is self-reported. Please include periodicity in BOTH the "Course Description" text box AND in these check marks under "Periodicity".

Periodicity. Check all that apply.

- | | | |
|---------------------------------|--|---|
| ☐ Fall | ☐ Fall (even-numbered years only) | ☐ Fall (odd-numbered years only) |
| ☐ Spring | ☐ Spring (even-numbered years only) | ☐ Spring (odd-numbered years only) |
| ☐ Summer | ☐ On Demand only | |

Step 5: Please include a sample syllabus, the purpose of the course, and any relationships to other departments. Attaching a Microsoft Word document is the PREFERRED submission type for the syllabus. Be sure the syllabus reflects the correct course code and number.

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Not Attached

No file chosen



Purpose of Course

Relationship to Other Departments

Step 6: If the course has a graduate/undergraduate parallel course, check yes. Select the corresponding parallel course from the drop down list. If the corresponding course is also new, save both proposals in a draft status first. The courses will then be available in this drop down.

Is there a graduate/undergraduate parallel course to this one? ☐ No ☐ Yes

Enter parallel course number

Select a parallel course

How do these classes differ?

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Step 7: Fill out the corresponding enrollment information for the course. Please indicate whether another course is being deleted and which course that is. If there are courses that will need to be deleted, please fill out corresponding Delete Course Proposals for each course.

New Course Resource Information

Anticipated Average Enrollment per section:

Maximum Enrollment Limit per section:

Anticipated Average Enrollment per semester:

Maximum Enrollment Limit per semester:

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted?

☐ No
 ☐ Yes

Select course number and title being deleted.

Select a deleted course ▼

Step 8: Include any additional resources that the course will require in the following categories: library holdings, computer resources, additional/remodeled facilities, equipment/supplies, travel funds, faculty (general vs. specialized & regular vs. per-course), and other expenses.

What will this course require in the way of:

Additional library Holdings

Step 9: Indicate all the requested faculty information in these fields.

If additional faculty are not required, how will faculty be made available to teach this course?

List names of current faculty qualified and available to teach this course

What is the anticipated source of students for this course?

If from within the department, will students be taking this course in addition to or in place of other courses?

If from outside the department, which courses in other departments would most likely be affected?

Step 10: Include any additional comments or notes and indicate when this course was approved by departmental/program faculty.

Other comments:

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

Step 11: Save your draft or submit the form for review. All of the fields require entry. If there is a field that doesn't apply to the course, enter "none" or "N/A".

***All fields require input**

Save as draft

Submit for review

Once this form is submitted, NO changes can be made to the form or attachments. Please make sure that all information is proofed before final submission.

Please see the corresponding Curricular Action Workflow Process document to see the steps that this proposal will follow for approval and the approximate timeline for completion and implementation.