**Proposal No.** _____
(to be assigned by Curriculum Committee Chair)

**Instructions:** Courses may be proposed by any faculty member but should be done in consultation with peer faculty as necessary. Once the course proposal has been completed, it should be submitted to the department head for approval. If approved by the department head, the proposal will be forwarded to the chair of the Curriculum Committee for further review.

## COURSE PROPOSAL FORM

1. Submitted by: ( ) ACCT/FINC/ECON  ( ) MGMT    ( ) MKTG/CIS        ( ) Other

2. Course Title: _____
   ( ) Change:        ( ) Course Prefix              ( ) Course Number
                      ( ) Course Name                ( ) Course Prerequisite(s)
                      ( ) Course Description         ( ) Credit Hours
                      ( ) Course Syllabus
   ( ) Add a new course
   ( ) Delete a course
   ( ) Other _____

3. Requested effective Change date: _____
   Prefix (Current and Proposed):

   Course Number (Current and Proposed):

   Title (Current and Proposed):

   Course Description (Current and Proposed):

   Credit Hours (Current and Proposed):
           Lecture Hours/week:
           Lab Hours/week:
                   Specify any fees associated with a Lab:
                   Justification for fee:

| Committee/Task Force Members: | | Recent Notes: | |
|---|---|---|---|
| • Dean's Office | | 2019-03-07: Formatting updated and posted to COBA website | |
| Date Approved: | | Effective Date: | 2019-03-07 |
| Version: | 1 | | |

Prerequisites (Current and Proposed):

4. Justifications for the proposal.

5. Are there other areas/programs within the University affected by this proposal?
   ( ) Yes.  Please answer questions below.
   ( ) No.  Please go to question # 6.

   a. Identify the areas/programs and explain how they are affected.

   b. Has the Dean or Department Head of all areas/programs affected by the proposed
      curriculum been contacted?  Who has been contacted and when?

6  Is this course a Writing Intensive Course?
   ( ) Yes.  Please answer questions below.
   ( ) No.  Please go to question # 7.

   a. Describe what characteristics of this course that make it a writing intensive course.

   b. What academic program will use this course to fulfill Writing Intensive requirements?

   c. What majors require this course?

7. Is this course a General Education Designation?  Justification:

8. Will the approval of this course result in a net increase in the course inventory for the
   department?
   ( ) Yes.
   ( ) No.

9. Is it expected that the approval of this course will result in an increase in overall course
   offering per semester?
   ( ) Yes.
   ( ) No.

10. Can the course be offered by present faculty?
    ( ) Yes.
    ( ) No.

11. Will the course require special equipment/ facilities/ library materials not currently available?
    ( ) Yes.  Please explain: _____
    _____

    ( ) No.

Office of the Dean
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12. Signature: _____    Date: _____

**<u>Recommendation:</u>**

Teaching Delivery:  (Check all that apply):
_____Face-to-face                _____On-line           _____ Hybrid

Maximum size of Class: _____

Would someone from the Dept. like to represent the Course Change at COBA Curriculum
Comm.? _____ Yes _____No

**\*\*\*\*\* Please Attach a Master Course Syllabus \*\*\*\*\***

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**Action Taken by the Department:**

13. Department recommendation:
    (  ) Recommend without changes
    (  ) Recommend with changes
    (  ) Does not recommend

Vote results:
Yes: _____
No: _____

14. Comments:

15. Signature: _____ Chair CC    Date: _____

**Action Taken by the College of Business Administration Curriculum Committee**

16. Committee recommendation:
    (  ) Recommend without changes
    (  ) Recommend with changes
    (  ) Do not recommend

Vote results:
Yes: _____
No: _____

17. Comments:

18. Signature: _____    Date: _____

**Action Taken by the College of Business Administration***
(*Action by COBA Faculty only required if proposal is going forward without COBA Curriculum Committee's approval)

19. Decision of the faculty:
    (  ) Approval    (  ) Disapproval    Date: _____

20. Date submitted to the Dean: _____

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