**Course::Creation**

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| **Course Summary** |
| **Discipline** |  |
| **Course Designator** |  |
| **Course Number** |  |
| **Full Course Title** |  |
| **Short Title For Banner** |  |
| **Approved for Banner** | [ ] Yes [ ]  No |
| **Effective Semester** | Year:  | Semester: |
| **Proposer Name** |  |
| **Proposer Telephone** |  |
| **Proposer Campus** |  |
| **CAP Name** |  |
| **CAP Telephone** |  |
| **CAP Campus** |  |
| **Campuses To Offer** | [x]  All[ ]  GT [ ]  RV [ ]  TP/SS  |
| **Catalog Course Description** |  |
| **Class Schedule Course Description** |  |
| **Proposal Justification** |  |
| **Other Justification** |  |
| **Instructional Planning** | [ ] Yes [ ]  No |
| **How is the course related to Instructional Planning?** |  |

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| **Assessment Levels, Pre-Requisites, Co-Requisites** |
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| **Course Outcomes** |
| *Upon completion the student will be able to:* |  |
| **Outcome Text** | **Courses which support outcomes** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| **Course Statuses** |
| **Replaces Exploratory Course** | [ ] Yes [ ]  No |
| **Dual Designator Course** | [ ] Yes [ ]  No |
| **Co-Listed** | [ ] Yes [ ]  No |
| **Overlapped Course or substantially duplicated course** | [ ] Yes [ ]  No |
| **Overlapped Course** |  |
| **Overlapped Course Justification** |  |
| **Alternative Delivery** | [ ] Yes [ ]  No |
| **Justification for no alternative delivery** |  |
| **Alternative Delivery Resources** |  |
| **General Education** | [ ] Yes [ ]  No |
| **Intended for Transfer** | [ ] Yes [ ]  No |
| **Credit by Exam** | [ ] Yes [ ]  No |
| **Honors Course** | [ ] Yes [ ]  No |

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| **Instructional Procedures** |
| **Methods/Hours/ESH** |
|  | **Methods** | **Credit/Hours** | **ESH** |
| **Min** | **Max** |
| **Credit** | **Hours** | **Credit** | **Hours** | **Min** | **Max** |
|  | Lecture |  |  |  |  |  |  |
|  | Lab |  |  |  |  |  |  |
|  | Studio |  |  |  |  |  |  |
|  | Practicum |  |  |  |  |  |  |
|  | Discussion |  |  |  |  |  |  |
|  | Independent Study |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |
| **Course Details** |
| **Billing Hours** |  |
| **Maximum Class Size** |  |
| **Maximum Class Size Justification** |  |
| **Student Faculty Ratio** |  |
| **Student Faculty Ratio Justification** |  |
| **Grading Methods** |  |
| **Restrict to Majors** | [ ] Yes [ ]  No |
| **Department Consent Required** | [ ] Yes [ ]  No |
| **Deleted Course Low Grade** | [ ] Yes [ ]  No [ ] N/A |
| **Deleted Course Credit** | [ ] Yes [ ]  No [ ] N/A |
| **Repeatability** |  |
| **Notes on Repeatability****(for the student)** |  |

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|  Affected Courses/Programs/Disciplines/Academic and Administrative Units |
| Affected Courses | **Affected Programs** | **Affected Disciplines** | **Affected Academic and Administrative Units** | **Action** |
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| **Learning Resources** |
| Textbooks such as the following are appropriate: |
| Specify Formatting Style |  |
| **Textbooks** |
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| **Manuals** |
|  |
| **Periodicals** |
|  |
| **Software** |
|  |
| **Other** |
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| **Additional Resources** |
| **Faculty Staffing** | [ ]  Sufficient (If not sufficient, fill out faculty staffing plan.) |
| **Faculty Staffing Plan** |  |
| **Other Staffing** | [ ]  Sufficient (If not sufficient, fill out other staffing plan.) |
| **Other Staffing Plan** |  |
| **Equipment** | [ ]  Sufficient (If not sufficient, fill out equipment plan.) |
| **Equipment Plan** |  |
| **Print, Electronic and Audiovisual** | [ ]  Sufficient (If not sufficient, fill out print, electronic and audiovisual plan.) |
| **Print, Electronic and Audiovisual Plan** |  |
| **IT Resources Needed** |  |
| **Outside Resources needed (eg. web-hosting services)** |  |
| **Outside resources' cost and term (eg. $25.00/month)** |  |
| **Required Software (eg. Dreamweaver)** |  |
| **Initial classroom software cost (number of copies x price/copy)** |  |
| **Initial open lab software cost (number of copies x price/copy)** |  |
| **Software Upgrade Cycle (eg annual)** |  |
| **Software Upgrade Cost (number of copies x price/copy)** |  |
| **Non-Standard Hardware (eg digital cameras)** |  |
| **Other IT Resource Needs** |  |
| **Classroom or Lab space** | [ ]  Sufficient If not sufficient, fill out classroom/lab space plan.) |
| **Classroom or lab space plan** |  |
| **Other Resources** |  |

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| **Attached Files** |
| **Title** |  |
| **Attachment B** | [ ] Yes [ ]  No |
| **Attachment C** | [ ] Yes [ ]  No |
| **Proposal Form** | [ ] Yes [ ]  No |
| **MHEC Forms** | [ ] Yes [ ]  No |