**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** | 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 |