

Proposal for a New Undergraduate Course
Department of English Language and Literature

To propose a new undergraduate course in the Department of English Language and Literature, you will need to do the following:

- a) Fill out the basic information on this form;
- b) Attach a detailed syllabus, schedule, and rationale for the proposed new course;
- c) Attach the Academic Affairs "Request for New Course" form, which is available online (<http://www.emich.edu/public/aa/acadprog/pdfs/newcourse.pdf>);
- d) Submit both of the forms, as well as the appended materials, to the appropriate committees in turn;
- e) Obtain all of the signatures below in the sequence in which they are listed;
- f) The proposal will then be sent to the Department, the College of Arts and Sciences, and the University at large for final approval.

I. Your name: _____

II. Program with which this course will be affiliated: _____

III. Title of new undergraduate course: _____

IV. Level of the new course (*circle one*): 100 Level 200 Level 300 Level 400 Level

Requisite Signatures:

Chair of Program Committee

Date

Chair of Curriculum Committee

Date

Department Chair

Date

Department Approval

Date