

Northern Illinois University
College of Liberal Arts And Sciences

Proposal for New Course Offering

Please use a separate form for **each** course number. Do not combine grad and undergrad offerings.

Department: _____ **Date Submitted:** _____

Course No: _____ **Title of Course:** _____

Credit Hours: _____ **Class:** Undergrad [] **OR** Grad [] **Course Component:** _____

Would you like this course to fulfill a general education requirement? YES [] NO []
(if yes, please contact me for current forms - do not submit online requests)

Would you like this to be included as a Writing Infused course? YES [] NO []
(if yes, complete and attach the [WI application form](#))

Would you like this to be included as a Human Diversity course? YES [] NO []
(if yes, complete and attach the [HD application form](#))

Course description to be used in catalog: (use catalog language and **avoid** phrases like “This course is a study of...”)

Reason for offering course:

List of departments you have contacted to avoid duplication of content: (attach a signed “Verification of Non-Duplication of Course Content” form **OR** verification email from each department)

In addition to the above, the following materials **must be attached for this proposal to be considered:**

- 1) syllabus **including** information about course assignments
- 2) grading procedures **including** a grading scale and example of how grades will be calculated using points or percentages
- 3) bibliography
- 4) for graduate-level courses, assessment details must be included.

Updated 9/19/19