



**EASTERN OREGON
UNIVERSITY**

Request for New Course

Please Note: The EPCC will consider new and existing course changes at any of its regularly scheduled meetings. Documentation must be submitted at least one calendar week prior to EPCC discussion.

Form Instructions:

Please complete this form and forward as an electronic attachment to the appropriate persons for their Approval/Denial in the order indicated below. Once approval is received from the College Dean make **3 copies of signed form** and forward the original with copies to the office of Undergraduate Studies. Please note that form fields will expand to accommodate your needs.

Submitted by: Undergraduate Studies		Date: May 9, 2007				
Program Offering Course: Honors Course Title & No.: HONR 207 Honors Seminar HONR 307 Honors Seminar HONR 407 Honors Seminar		Old Gen Ed <input type="checkbox"/> Category: New Gen Ed <input type="checkbox"/>				
Credit Hours: 1 to 5						
Proposed catalog description as it will appear in the catalog: Seminar class to meet current needs of Honors students.						
Course to be offered: Variable <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Frequency of Course Offering: Variable				
Why is this course needed? To permit the occasional offering of a seminar class geared towards Honors students; to permit courses in the regular curriculum to be cross-listed as Honors courses.		What enrollment may be reasonably anticipated: Per term: <u>N/A</u> Per year: <u>N/A</u>	What is the enrollment cap? N/A			
Will this course be taught in-load? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain. It is expected that the instructor will have previously made arrangements with his/her Dean and with the Honors Director for due compensation.		Will this course require additional FTE allocations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain.				
List other programs that are affected by this course: All		Have these programs been notified of the proposed course? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable If yes, when?				
How does this course significantly differ from similar courses in the discipline? Expected Implementation Date: Fall 2007		Provide rationale for the course # relative to the rigor of the course requirement. N/A				
Additional Costs (Please itemize)						
Personnel:	Facilities:	Equipment:	Supplies:	Travel:	Library Resources:	Total:
\$	\$	\$	\$	\$	\$	\$

Requirements for submitting Request for New Course are:

Course outline, objectives, and evaluation methods, including assessments of learning outcomes, teaching strategies, and bibliography. Attach requirements to this form.

Approval/Denial of New Course

1.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, Program Committee	Date:
2.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Director of Undergraduate Studies	Date:
3.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	DAC (A & S)	Date:
4a.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	College of Arts and Sciences	Date:
4b.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	College of Education	Date:
4c.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	College of Business	Date:
5.	<input type="checkbox"/> Received	EPCC Support Staff	Date:
6.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, EPCC	Date:
7.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, University Assembly	Date:
8.	<input type="checkbox"/> Received	Provost	Date:
9.	<input type="checkbox"/> Received	Registrar	Date:
Reason for Denial:			
Comments:			