

Undergraduate Curriculum Forum
New Course Proposal
Signature Sheet

Course Information

Department: _____
Course Code & Number: _____ Credits: _____
Course Title: _____

Contact Information

Contact Person: _____
Department: _____
Phone: _____ Email: _____

Signature Block

Complete the following *before* submitting the proposal to UCF.

Department votes: For _____ Against _____ Abstentions _____			
_____	Date	_____	Date
Chairperson, Department		Chair, Dept. Curriculum Comm.	
_____	Date		
Chair, School Curriculum Comm.			

The following will be completed when the proposal is approved by UCF.

_____	Date	_____	Date
Chairperson, Subcommittee		Chairperson, UCF	
_____	Date		
Academic Vice President			

_____	Date	_____	Date
Other Signature (if needed)		Other Signature (if needed)	

Undergraduate Curriculum Forum
New Course Proposal
Proposal Form

Date _____

Complete this entire section referring to the new course. This information is used for preparing the catalog and schedule.

Department: _____
Course Code & Number: _____ Credits: _____
Course Title: _____

Catalog Description:

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Prerequisites: _____
Special Conditions: _____
University Requirement Free Elective
Required in Program: _____
Elective in Program: _____
Number and type of contact hours per week: _____
List the other departments affected by this proposal: _____

Include letter(s) of acknowledgment from Chair(s) of Department(s) with this proposal or obtain their signature(s) on the signature form.