

NEW COURSE AND COURSE CHANGE PROPOSAL INSTRUCTIONS

What Should Be Included

- I. Yellow Cover Sheet
 - a. Requires signatures up through Part IV section C
- II. Course Outline (In accordance with course outline template)

Submission Instructions

- I. Send hard copy of completed proposal (cover sheet w/signatures and course outline) to Curriculum Coordinator Nick Kocher FO 405
- II. Send two electronic copies of completed proposal to kochern@canton.edu: 1) a scanned/pdf copy; 2) an editable electronic copy (e.g. Microsoft Word .doc/.docx or Rich Text Format .rtf).

Submissions will be reviewed following receipt of electronic and hard copies of proposal.