

*This form should be completed for travel courses. Please email the completed form to the chair of the Curriculum Committee.  
Please see the academic calendar for submission deadlines.*

<b>Course Title:</b>	
<b>Travel destination:</b>	
<b>Dates of travel:</b>	
<b>Proposed by:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Date:</b>	

**COURSE DETAILS****1. Rationale for course:**

**2. What are the specific learning outcomes for this course?**

**3. How will the learning outcomes be assessed in this course?**

**4. How will this course meet institutional, program, and major/minor outcomes?**

*Please attach a sample course syllabus that includes topics, course objectives, sample required readings, assignments, and itinerary.*

**PROGRAM AREA AND SCHOOL/COLLEGE LOGISTICS**

**5. Instructor(s) who will teach the course**

*(If no current faculty member has been identified, what instructor credentials are needed to teach the course? Note that no faculty will be hired without first having Academic Affairs review resume and official transcripts.) Attach CV and other information demonstrating qualifications for faculty members teaching outside their area of expertise.*

**6. Cost of course.** *Attach a budget detailing the expenses for students and faculty. The faculty costs must be covered by the student costs. The budget should include a timeline of anticipated actual expenditure. Include calculated projected cost per student.*

**7. What revenue will be generated by the course?** *(Consider additional enrollments expected; What sort of students will be attracted/targeted? Will students be paying tuition for the course?):*

**8. Classroom needs/costs (ex. Lab space, computers):**

**COURSE LOGISTICS**

**9. Course Description (for Academic Catalog):**

**10. Suggested Level (100, 200, 300, 400):**

**11. Course Number:**  
*(To be determined by the Registrar)*

**12. Grading System**

A-F

Choice of A-F or  
P/NC

**13. Credits:**

**14. Course capacity**

**15. Estimated enrollment**

**16. Prerequisite(s) and/or corequisites.** *(If there are any, please provide rationale.)*

**17. Does this course meet major or minor requirements? Please describe.**

**18. Does this course have an effect on other programs? If so, please explain.**

**19. Does this course meet a General Education requirement? Describe.**

**20. Does the course meet in addition to the travel component? Please explain, including dates and format.**

**APPROVALS**

<b>Person Submitting Proposal</b> <i>(signature)</i>	<b>Date</b>
<b>Department Approval: Chair</b> <i>(signature)</i>	<b>Date</b>
<b>School or College Approval: Dean</b> <i>(signature)</i>	<b>Date</b>

<b>Curriculum Committee: Chair</b> <i>(signature)</i>	<b>Date</b>

<b>Academic Affairs Approval: VPAA</b> <i>(signature)</i>	<b>Date</b>
<b>President's Approval</b> <i>(signature)</i>	<b>Date</b>

**PROCESSING**

<b>Received by Registrar</b>	<b>Date:</b>	
<b>Added to Catalog</b>	<b>Date:</b>	
<b>Added to Nexus</b>	<b>Date:</b>	