WILLISTON STATE COLLEGE
NEW COURSE REQUEST FORM

REQUEST

REQUESTER		**DATE**		**DEPART**		
COURSE TITLE						
COURSE DESCRIPTION						
CHECK CC NUMBERING	Y N	**CIP CODE**				
COURSE PREFIX & NO.		**GR BASIS**		**CREDITS**	**MIN**	**MAX**
EFF DATE		**EFF TERM**		**SEC SIZE**		
REP. FOR CREDIT	Y N	**COURSE FEE**		**PRE-REQ**		
CO-REQ		**TEST PL**		**COMP.**		

JUSTIFICATION

	EXPLANATION
STUDENT INTEREST	
COMMUNITY INTEREST	
PROGRAM REQUIREMENT	
GENERAL EDUCATION COURSE	
FOR WHICH DEGREES?	

FUTURE

ANTICIPATED ENROLLMENT	**PER SEMESTER**		**PER YEAR**		
IS THIS COUSE PART OF A DEVELOPING PROGRAM WHICH WILL BE PRESENTED LATER? Y N IF YES, EXPLAIN					

RESOURCES

WILL ADDITIONAL RESOURCES BE REQUIRED (IE. EQUIPMENT, PERSONNEL, FACILITIES, LIBRARY MATERIALS)?

IF REQUIRED ADDITIONAL RESOURCES CANNOT BE PROVIDED WITHIN THE INSTITUTIONAL BUDGET, EXPLAIN HOW THE FUNDS WILL BE SECURED

RECOMMENDATION (SIGNATURE IMPLIES PERSON AGREES WITH THIS RECOMMENDATION)

	SIGNATURE	**DATE**
PROGRAM COORDINATOR		
DEPARTMENT CHAIR		
CURRICULUM CHAIR		

COMMITTEE ACTION

FIRST READING		SECOND READING		THIRD READING	
APPROVED			**UNAPPROVED**		

FOR OFFICE USE ONLY (APPROVAL/PUBLICATION PROCESS)

	SIGNATURE	DATE
APPROVED BY **VP FOR INSTRUCTION** (BUDGET CONSIDERATION)		
REGISTRAR UPDATED PEOPLESOFT		
WEBMASTER FOR WEBSITE UPDATE		
DESIGNEE UPDATED INSTRUCTIONAL WEBPAGES		
LIST WEBPAGES:		
ADMIN. ASSISTANT FOR INSTRUCTION UPDATED CATALOG		