

Course Proposal Format Form

- The course proposal format form is located at the following website:

<http://www.eiu.edu/~eiucaa/CourseProposalForm.doc>

- Directions for completing the course proposal format form are found at the following website:

<http://castle.eiu.edu/eiucaa/CourseProposalFormDirections.pdf>

- When getting starting, please follow these steps:

1. Open the course proposal format form found at <http://www.eiu.edu/~eiucaa/CourseProposalForm.doc> and open the directions for completing the course proposal format form found at <http://castle.eiu.edu/eiucaa/CourseProposalFormDirections.pdf>
2. Save the course proposal form document to your computer as a Word 97-2003 (*.doc) document. NOTE: Avoid saving the proposal as a Word (*.docx) document, if possible, in order to prevent compatibility issues when sharing the document with others.
3. Complete the document.
4. Save your completed proposal. When you are ready, send the proposal to your department/school's curriculum committee. Once it is approved by this group, send it to the chair of your college's curriculum committee. Proposals approved at that level and numbered 0-4999 must then be sent to CAA in care of Janet Fopay (jlfopay@eiu.edu); those numbered 4750 and above must be sent to CGS, in care of Lori Henderson (lahenderson@eiu.edu).