



COURSE SUBMISSION FORM

Revised 9/11/18 JD

Office of the Registrar
1570 Baltimore Pike
Lincoln University, PA 19352
484-365-8087:Phone 484-365-8116:Fax

COURSE TITLE: Short (<= 20 Char.): _____ FULLTITLE (<= 35 Char.): _____	New Course Course Revision															
COURSE DESCRIPTION must be type written (For Catalog, 2-4 sentences): 	Course Number: (xxx-000) Proposed: _____ Existing: _____															
	Undergraduate Graduate															
	Credit Hours: _____ Class (Hr/Wk): _____ Lab (Hr/Wk): _____ Other (Hr/Wk): _____															
	Grading System <input type="checkbox"/> Standard <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Other: _____															
Course is intended (Check all that apply): <input type="checkbox"/> Required for Majors: (list) _____ <input type="checkbox"/> Required for Minors: (list) _____ <input type="checkbox"/> Use in University Core Curriculum <input type="checkbox"/> Primarily as an Elective for Majors & Minors <input type="checkbox"/> Primarily as an Elective for Non-Majors <input type="checkbox"/> Can be taken by any Lincoln Student	First term in which new revised course will be offered: _____ Expected Frequency: Every Semester Once per year Once every ___ Sem.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Pre-Requisites</td> <td style="padding: 5px;"> _____ _____ _____ </td> </tr> <tr> <td style="padding: 5px;">Co-Requisites</td> <td style="padding: 5px;"> _____ _____ _____ </td> </tr> </table>	Pre-Requisites	_____ _____ _____	Co-Requisites	_____ _____ _____	Probable Initial Instructor(s): _____											
Pre-Requisites	_____ _____ _____															
Co-Requisites	_____ _____ _____															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Approvals</th> <th style="width: 15%;">Date</th> <th style="width: 60%;">Signatures</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Department</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Chair:</td> </tr> <tr> <td style="padding: 5px;">School</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Dean:</td> </tr> <tr> <td style="padding: 5px;">Curriculum Committee</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Chair:</td> </tr> <tr> <td style="padding: 5px;">Faculty</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Verified by Registrar:</td> </tr> </tbody> </table>	Approvals	Date	Signatures	Department		Chair:	School		Dean:	Curriculum Committee		Chair:	Faculty		Verified by Registrar:	
Approvals	Date	Signatures														
Department		Chair:														
School		Dean:														
Curriculum Committee		Chair:														
Faculty		Verified by Registrar:														

Refer to the Course Approvals Manual for complete instructions for the submission of proposals.