



COURSE PROPOSAL FORM

SECTION 1 - To be completed by the institution submitting course for approval

Name of institution _____

Course prefix & number _____ Course title _____

Semester credit hours _____ Does course have a laboratory? Yes No Lab contact hours _____

In what general academic area is this course being offered at your institution? (Select one of the following)

Written Composition Humanities & Fine Arts Math & Science Social Science Other Area _____

Check all that apply: Course description (including prerequisites) as it appears in official catalog.

- Initial submission
- Re-submission
- Course title/number change
- Course content change

NOTE: YOU MUST ALSO ATTACH OR PROVIDE A HARD COPY OF A "REPRESENTATIVE COURSE SYLLABUS TO THIS FORM.

Contact information of person submitting this proposal (name position, mailing address, telephone number and email address required)

Signature of person submitting this proposal: _____ Date _____

SECTION 2 - To be completed by the AGSC/STARS Office and/or Area Academic Committee Chair

Reviewed and voted on by the following committee: AREA I&II AREA III AREA IV

Committee recommendation: Recommended for approval Not Recommended for approval

Selected area of approval: If NOT recommended, please give explanation:

- Area I – Written Composition
- Area II – Humanities & Fine Arts
- Area III – Math & Science
- Area IV – History & Social Science

Signature of Committee Chair (or Executive Director): _____ Date _____

SECTION 3 - To be completed by the AGSC Chair or Executive Director

AGSC APPROVAL:

- Approved
- Not Approved

AGSC APPROVAL STAMP

Tabled -- If tabled provide reasoning: _____

AGSC Chair: _____ Date _____

For more information visit... www.alabamatransfers.com

AFTER SECTION 1 (ABOVE) IS COMPLETE, MAIL FORM AND COURSE SYLLABUS TO:

 **ALABAMA TRANSFERS**
 1101 SOUTH BRUNDIDGE ST.
 ELC BUILDING – SUITE 107F
 TROY, AL 36081

THE ALABAMA TRANSFERS OFFICE STAFF WILL SEND OUT THE PROPOSAL TO THE APPROPRIATE COMMITTEE AND, IF RECOMMENDED FOR APPROVAL, WILL THEN BRING THE COURSE BEFORE THE AGSC FOR A FINAL VOTE.