



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

Voting Results: _____ # of YES votes _____ # of NO votes _____ # not voting/abstaining

Selected area of approval:

Area I – Written Composition

Area II – Humanities & Fine Arts

Area III – Math & Science

Area IV – History & Social Science

If NOT recommended, please give explanation:

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.comAFTER 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.