

# Blank Course Expansion Proposal Template

College/Department:

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Date of Submission:

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Prepared by:

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## 1. Course Information

Proposed Course Title:

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Course Code (if applicable):

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Credit Hours:

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Department/Program:

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Proposed Semester of Offering:

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Instructor(s):

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## 2. Course Description

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## 3. Rationale for Expansion

- Academic need
- Student demand
- Alignment with Program/Institutional Goals
- Other (please specify)

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## 4. Course Objectives & Outcomes

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## 5. Proposed Syllabus Outline (Major Topics)

1.

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2.

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3.

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4.

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## 6. Teaching Methodology

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## 7. Resource Requirements

- Faculty/Staff
- Facilities/Classroom Technology
- Library or Online Resources
- Other:

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## 8. Assessment & Evaluation Methods

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## 9. Potential Challenges/Risks

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## 10. Approvals

Department Head:

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Signature:

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Date:

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*Note: Please attach additional documentation as needed (e.g., letters of support, market analysis, budget projections).*