

Blank Course Expansion Proposal Template

College/Department:

Date of Submission:

Prepared by:

1. Course Information

Proposed Course Title:

Course Code (if applicable):

Credit Hours:

Department/Program:

Proposed Semester of Offering:

Instructor(s):

2. Course Description

3. Rationale for Expansion

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

4. Course Objectives & Outcomes

5. Proposed Syllabus Outline (Major Topics)

1.

2.

3.

4.

6. Teaching Methodology

7. Resource Requirements

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

8. Assessment & Evaluation Methods

9. Potential Challenges/Risks

10. Approvals

Department Head:

Signature:

Date:

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