



General Information

Proposal Date		15-Day Review End Date	
Department			
Course Designator and Number			
Title of Course		Credit Hours	
Please refer to Office of University Registrar for guidelines and policy requirements https://www.registrar.vt.edu/faculty/teaching/instructional-minutes.html			
Course Transcript Title (ADP) (30 Character Maximum)			
Instructor and/or Departmental Contact			
Contact Phone		Contact E-Mail	
Please count this course toward the following scorecard metrics area:			
<input type="checkbox"/> Study Abroad <input type="checkbox"/> Service Learning <input type="checkbox"/> Experiential <input type="checkbox"/> Undergraduate Research			
Scorecard Metrics Definitions can be found here: http://www.registrar.vt.edu/faculty/forms/scorecard-metrics.html			
Please check below if this course should count toward First-Year Experience:			
<input type="checkbox"/> FYE			

Check **ONLY ONE** of the following boxes

<input type="checkbox"/> New Course	<input type="checkbox"/> Revised Course (Revision > 20% _____ Revision < 20% _____)
<input type="checkbox"/> New Course & Inclusion in the GE Core Outcome Area _____	<input type="checkbox"/> Other _____ <small>Include Attachment if Needed</small>
<input type="checkbox"/> Revised Course for Inclusion in the GE or GE Area Change	

A:	Attach statement from Dean or Departmental Representative as to whether Teaching this course, and/or inclusion of the course in the Pathways General Education Curriculum, will require or generate the need for additional departmental resources.		
B:	Attach appropriate letters of support from affected departments and/or colleges.		
C:	Effective Semester:		
D:	Change in Title From:		
	To:		
E:	Change in Lecture and/or Lab Hours From:	To:	
F:	Change in Credit Hours From:	To:	
G:	Percentage of Revision from Current Syllabus:		
Revision Summary:			
H:	Course Number(s) and Title(s) to be deleted from the Catalog with APPROVAL:		

Approval Signatures

Department Representative		Date	
College Curriculum Committee Representative		Date	
College Dean		Date	