



# GPS New Course Proposal Form

Summer/Fall/Winter/Spring (circle) of 201\_\_\_\_\_

<b>Subject Code</b> (Ex: ENG, PSY, EDU)	
<b>Course #</b> (specify recommended range)	5          6          7          8
<b>Title</b> (30 characters total including spaces)	
<b>Credits</b>	
<b>Campus</b> (Biddeford, Portland, Morocco, Seville, Online)	
<b>Grade Mode</b> (Standard or Pass/Fail)	
<b>Schedule Type</b> (Individual Appts., Lecture/Lab, Directed/Independent Study, Lecture, Field Work, Hybrid, Internship/Practicum, Lab, Seminar, Off Campus, Clinical/Rotation, Research, Travel, Internet) <b>*The only schedule types that will be given rooms during scheduling are: Lecture/Lab, Lecture, Hybrid, Lab &amp; Seminar.</b>	
<b>Instructional Academic Requirement</b> (Ex: Smart Board, Mounted Display Screen, Tiered Classroom)	
<b>Course Fee</b> (if applicable)	
<b>Course Description</b>	<b>**ATTACH ELECTRONICALLY** (as word doc.)</b>

PILOT Courses may only be taught for 1 Semester. Before the course is taught a second time, it must be approved as a NEW course and published in the Catalog.

Please have all boxes completed, an electronic copy of the course description attached and all signatures obtained before sending to the Dean's Office.

Once completely approved, please Scan and Email along with the Electronic Course Description to the Registrar's Office:  
Aubrey Heller- Assistant Registrar  
[aheller@une.edu](mailto:aheller@une.edu) (207)221-4245

<b>Degree Program Attributes</b> (Ex: ADV, EXP)	
<b>Field of Study Restrictions</b> (Majors & Minors)	<b>Include:</b> OR <b>Exclude:</b>
<b>Class Restrictions</b> (Freshman, Sophomores, Juniors, Seniors)	<b>Include:</b> OR <b>Exclude:</b>
<b>Pre-Requisites</b> (Include Minimum Grade needed)	
<b>Co-Requisites</b> (Include Subject & Course Number)	
<b>Other</b> (Ex: College, Level, Campus)	

<b>Department:</b> _____
<b>Instructor Signature:</b> _____
<b>Department Chair Signature:</b> _____
<b>Dean Signature:</b> _____