



# Course Proposal

(Courses MUST be proposed at least two months before the start date)

## Instructor

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First Name

Last Name

Title

Birth Date/  
Eagle ID

## Instructor Contact Information

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Street Address 1

Street Address 2

City

State

Zip Code

E-Mail Address

Phone Number

Cell  
Number

## Course Description

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Course Name

Provide a brief  
description of the  
course content

## Schedule information

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Days Preferred      Monday  
                             Tuesday  
                             Wednesday  
                             Thursday  
                             Friday  
                             Saturday  
                             Sunday

Time Preferred

Contact Hours

Start Date

End Date

Location (City)

Location (Place)

Location (Bldg)

Room Setting/  
Classroom  
requirements

## Compensation information

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Estimated  
compensation

Estimated  
enrollment

Estimated tuition

Supplies Needed

Supplies Cost

Academic Unit