



<h1 style="margin: 0;">COURSE SUBMISSION FORM</h1> <p style="font-size: small; margin: 0;">Revised 09/26/22 CR</p>
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Office of the Registrar
 1570 Baltimore Pike
 Lincoln University, PA 19352
 484-365-8087:Phone 484-365-8116:Fax

COURSE TITLE: Short (≤ 20 Char.): _____ FULL TITLE (≤ 35 Char.): _____	<input type="checkbox"/> New Course <input type="checkbox"/> Course Revision						
COURSE DESCRIPTION must be type written (For Catalog, 2-4 sentences): _____ _____	Course Number: (xxx-000) Proposed: _____ Existing: _____ <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Credit Hours: _____ Class (Hr/Wk): _____ Lab (Hr/Wk): _____ Other (specify): _____						
Course is intended (Check all that apply): <input type="checkbox"/> Required for Majors: (list) _____ <input type="checkbox"/> Required for Minors: (list) _____ <input type="checkbox"/> Can fulfill a Major/Minor requirement: (list) _____ <input type="checkbox"/> Use in General Education program (separate approval by gen ed committee required) <input type="checkbox"/> Primarily as an Elective for Majors & Minors <input type="checkbox"/> Primarily as an Elective for Non-Majors <input type="checkbox"/> Can be taken by any Lincoln Student	Grading System <input type="checkbox"/> Standard <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Other: _____ First term to be offered: _____ Expected Frequency: <input type="checkbox"/> Every Semester <input type="checkbox"/> Once per year <input type="checkbox"/> Once every ____ Sem.						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Pre-Requisites</td> <td style="height: 20px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="height: 20px;"></td> </tr> </table>	Pre-Requisites						<input type="checkbox"/> Every Semester <input type="checkbox"/> Once per year <input type="checkbox"/> Once every ____ Sem.
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Co-Requisites							

Approvals	Date	Signatures
Department		Chair:
OIERP		Director:
Academic Affairs		Dean /Assoc. Dean of Faculty:
Curriculum Committee		Chair:
Faculty Council		Chair or Secretary:
Faculty		Verified by Registrar:

Refer to the Course Approvals Manual for complete instructions for the submission of proposals.