

## Course Proposal Format Form

- The course proposal format form is located at the following website:

<http://www.eiu.edu/~eiucaa/CourseProposalForm.doc>

- Directions for completing the course proposal format form are found at the following website:

<https://www.eiu.edu/eiucaa/CourseProposalFormDirections.pdf>

- Save the course proposal form document to your computer as a Word document.
- Complete the document.
- Save your completed proposal. When you are ready, send the proposal to your department/school's curriculum committee. Once it is approved by this group, send it to the chair of your college's curriculum committee. Proposals approved at that level and numbered 0-4999 must then be placed in the "Proposals to be Added to the Agenda" section in the Council on Academic Affairs D2L course; those numbered 4750 and above must be sent to CGS in care of Lori Henderson [lahenderson@eiu.edu](mailto:lahenderson@eiu.edu) in the Graduate School.