Howard College  
New Course Form

Course (prefix and #): ____________________________  
Title: _______________________________  
(ACGM or WECM title)

Attach complete course description from ACGM or WECM, including credit and contact hour information.

Course will be taught at the following locations:

____ Big Spring  ____ Lamesa  ____ San Angelo  ____ SWCID  ____ Online  
____ Other: Name of Location(s)

CIP #: ___________________________  Enrollment Maximum: _______  Enrollment Minimum: _______

Fees: $_________________________  Description of fee(s):__________________________________________

Credit Hours:_______  Total Contact Hours:__________  Lecture Hours:_______  Lab hours:_________

Pre-requisite(s) and/or Co-requisite(s): __________________________________________________________

First semester/term and year course will be taught: ____________________________________________

This course will be _______ required OR _______ an approved elective.

This course will be taught in the following program(s) (indicate all award levels):

________________________________________________________________________________________

________________________________________________________________________________________

Attach copy of program curriculum as listed in Catalog and clearly indicate changes as applicable.

APPROVALS:

__________________________________________ __________________________
Signature, Program or Division Director  Date

__________________________________________ __________________________
Signature, Dean  Date

__________________________________________ __________________________
Signature, Administrative Dean  Date

__________________________________________ __________________________
Signature, Vice President of Academic and Student Affairs  Date

Business Office:  Fees ____ verified OR ____ adjusted
Correct fee(s):_________________________________________  __________________________

Registrar’s Office:  Date Entered in Student Information System  __________________________

Return form and attachments to Vice President of Academic and Student Affairs.

Catalog and Degree Audit updated:__________________________________________________________