

Directions for Using the Course Proposal Format Form

First, open the course proposal format form at the following Website:
<http://www.eiu.edu/~eiucaa/CourseProposalFormat.doc>.

Next, follow these steps:

1. Before starting your work, make sure to save the document to your computer as a Word 97-2003 (*.doc) document. If possible, avoid saving the proposal as a Word (*.docx) document in order to prevent compatibility issues when sharing the document with others.
2. Complete the document.
3. Save your completed proposal. When you are ready, send it 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 sent to CAA in care of Janet Fopay (jlfopay@eiu.edu); those numbered 4750 and above must be sent to CGS, in care of Lori Henderson (lahenderson@eiu.edu).