



VCU

Honors College

Course Proposal Form

DATE OF COURSE:	
YOUR NAME:	
VCU EMAIL:	
VCU PHONE #:	
VCU DEPARTMENT:	
DEPT. CHAIR NAME:	
DEPT. CHAIR PHONE:	
DEPT. CHAIR EMAIL:	
VCU ADDRESS:	
VCU BOX #:	
COURSE TITLE:	
PREREQUISITES:	
PREFERRED COURSE FREQUENCY:	
PREFERRED TIME OF DAY:	

COURSE DESCRIPTION: *(may be attached separately)*

Please attach the following documents:

- Course syllabus
- Bibliography
- Curriculum Vitae
- Unofficial transcript (official transcript required prior to hiring)
- *Adjuncts only:* Letter of reference or contact information for references

Submit all proposal documents including this form to Ann Marie Gardinier Halstead at amghalstead@vcu.edu.