

*Items shown in italics should be deleted/replaced with your information in Times New Roman font 12.*

Engineering Faculty Document No. *nn-yy*

*Date*

**To:** The Faculty of the College of Engineering

**From:** *Originating School, Division, Committee or Council*

**Subject:** *New Course include the new course number here*

*Introductory sentence or paragraph, or body of the document. Items to be specifically approved should be clearly delineated.*

***Course number and title***

Sem. *x*, Class *x*, cr. *x*.

Prerequisite: *If there are prerequisites, list them here.*

**Course description:** *Concise information about the course.*

**Reasons:** *Reason for the action recommended.*

*(Requested by)* *(Date)*  
*Title*