



OFFICE OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM

College: _____

Department or Program: _____

Course Number: _____

Course Title: _____

Credit Hours: _____

Undergraduate []
Graduate []

New Course []
Course Change []
Course Deletion []
Move to Inactive Status []
Return to Active Status []

Fee Change []
New Fee \$
Effective Date _____

For lab fees, give justification for new fee or change to an existing fee

Catalog Description:

Prerequisites:

Grading System: (A-F) [] (A-NC) [] Satisfactory/Unsatisfactory (S-U) [] Pass/Fail (P/F) []

For course changes, give justification for changes to an existing course

Please attach a diskette containing this form and all supporting documents, or give a web site where the material is located. Web site

See reverse side for new course requirements

Approvals:

Department Chair Date
College Curriculum Committee Date
College Dean Date
Undergraduate Curriculum Committee Date
Graduate Dean Date
Provost Date

Lab Fee:

Approved _____ Date _____
President
Not Approved _____ Date _____
President

COMPLETE FOR NEW COURSE OFFERINGS

Compare with existing catalog offerings, with justification if apparent overlap:

Course(s) for which this course is a prerequisite:

Is this course part of a program (college) core?

Is this course part of a new major or minor?

Is this course part of an accreditation requirement? If so, discuss content requirement and any faculty affiliation requirement:

Discuss demonstrated value of course. If appropriate, discuss previous offering in the form of special topics courses and enrollments. Discuss academic justification (for example: is the course a traditional offering at other universities).

Attach a detailed syllabus giving an overview and detailed outline of topics to be covered, including narrative description, course goals and structure (breadth or depth, analysis, design, laboratory), grading system and, if applicable, policies for attendance, academic misconduct, cell phone use, and etc.

Textbooks:

Intended Instructors:

Implications for faculty workload (e.g. what other courses will be offered less frequently or dropped):

Implications for facilities (are new facilities required; do new facilities necessitate a new course):

First semester to be offered: _____

Frequency of offering: _____

Provision for review: