

PROPOSAL FOR TEMPORARY COURSE ADDITION TO CURRICULUM

This form is to be completed and submitted to the Office of Academic Affairs by the third week of the semester *preceding* that in which the course is to be taught.

Originating department _____ Instructor _____

Course title: _____

Suggested course number 100 200 300 400

If you envision this course as having a permanent course number between 250 and 299, it should be numbered 300.x, to reflect that it is an upper-level course.

Preferred semester and year for initiating the course:

Semester [☐] Fall [☐] Spring [☐] Summer Year: _____

How often would it be offered? _____

Credit assignment _____

Would this course be a

Distribution course? _____ if so, which division? _____

Writing course? _____ (all students must write 15 pages and do multiple drafts)

Writing option course? _____

(students opting for R must write 15 pages and do multiple drafts)

Diversity course? _____

Q Course? _____ (Supplemental Information Required - Request Q Designation Form)

NOTE: Distribution, Writing, Diversity and Q designations are listed in the catalog and apply every time the course is offered.

If you indicated that this course would meet any of the above requirements, please describe how/why the course will meet the requirements for categories you indicated.

Course description (include prerequisites, if any):

Please append a preliminary course syllabus. Include course content, student learning objectives, readings, activities, evaluation procedures and weekly schedule of topics.

Please check the one category which *best* describes why this course is being proposed:

- ☐ Course that is innovative or experimental in content or method (explain below)
- ☐ Course to be taught only while a specific instructor is available (explain below)
- ☐ Course introduced as a result of special funding opportunities (explain below)
- ☐ Course that a department would like to try before requesting faculty approval as a regular addition (explain below)

1. What will this course add to the university and department curriculum? Please comment on how the course will support the Aims of the university (see the Statement of Aims in the Catalog). Discuss how the course fits into the specific purposes and functions of your departmental course offerings.
2. Why are the suggested course number and credit assignment appropriate? Courses numbered 250 or above are considered upper-level courses.
3. Please indicate proposed meeting times for the course:
MWF for 50 minutes _____
TR for 2 hours _____
TR for 1 hr 20 min _____
Evening for 3 hr _____
Other, please explain: _____
4. Estimate the cost of the additional resources (physical facilities, teaching aids, library purchases, etc.) which the addition of this course will require.
5. Describe how possible overlap with courses in other departments has been explored. What other department(s) has been consulted? (Please obtain the signature of the chair of that department(s))

This course proposal has been discussed with my department.
[] We find no overlap OR [] possible overlap (please explain)

_____(Signature)

This course proposal has been discussed with my department.
[] We find no overlap OR [] possible overlap (please explain).

_____(Signature)

Please complete this teaching schedule in order to explain how this course will be accommodated by the instructor.

	If course IS approved.	If course is NOT approved.
FALL	_____	_____
	_____	_____
	_____	_____
SPRING	_____	_____
	_____	_____
	_____	_____

Departmental approval:

Signature of Chair: _____ Date: _____

Comments:

Academic Policy Committee:

Recommendation of APC Curriculum Subcommittee:

Date:_____

Action of the Academic Policy Committee:

Date:_____

Reported to the faculty:

Date: _____

Copies to be filed in the **Office of Academic Affairs**
and the **originating department**.

March 2013