PART 1: GENERAL COURSE INFORMATION

1. Current Course Title
   (The official title should be no more than 48 characters including spaces. These official titles appear on the official student record. If a title is longer than 48 characters, please indicate how you would like it to appear on an official record. List full title without abbreviations)

   Previous Course Title

2. Revision Type. Explain reason for change on reverse side. Attach a separate sheet if needed.
   - Description
   - Credit
   - Course Number
   - No Longer Offered
   - Title
   - Prerequisite (list on line 10)
   - Other
   - Cross listing (list on line 11)
   (Note: must have an approval for cross-listed courses outside the department)

3. Course Type (check all that apply)
   - Lecture
   - Lecture/Lab
   - Lecture/Recitation
   - Main Lab
   - Seminar
   - Studio-Art
   - Studio-Music
   - Private Instruction
   - Field Instruction
   - Internship
   - Practicum
   - Cooperative Education
   - Master’s Thesis
   - Doctoral Dissertation
   - Research
   - Independent Study
   - Travel Study
   - Online

4. Credit Hours
5. Anticipated Semester Enrollment

6. If Course is a lecture/lab or lecture/recitation course, indicate the number of contact hours to be devoted to each. See definitions.
   - Lecture
   - Lab
   - Recitation

7. Grading:
   - Standard (A,B,C…)
   - Pass/Fail

8. Repeatable for Degree: If course may be repeated and have the hours counted toward a degree, indicate if repeatable in the same term or only in a different term and give the maximum hours that will count toward a degree.
   - Repeatable in the term
   - Only repeatable in a different term
   - Maximum hours repeatable
     (with □Different titles or □ Same titles)

9. Catalog Description. (This description will be presented in the University catalogue, Schedule Planner and S.M.A.R.T.) Syllabi information should not be included in the course description i.e. expectations of the student. Note: please limit description to 40 words.

   Note:

10. Course Prerequisites:

11. Cross Listings:

Sequence of Action/Approvals
   a. Request prepared by ________________________________ Date:
   b. Department ________________________________ Date:
   c. College Committee ________________________________ Date:
   d. Dean ________________________________ Date:
PART II: RATIONALE FOR OFFERING THE COURSE

12. Facilities needed (check one) ☐ Classroom ☐ Computer Facilities ☐ Laboratory ☐ Other (explain)

13. Why should this course be offered? If it is necessary to offer the course as a double-listed (4000/5000) course, justify offering it in this format rather than as a 5000 level only course. See definitions.

14. Was this course reviewed by a committee in the department? ☐ Yes ☐ No

PART III: TOPICAL OUTLINE OF THE COURSE

15. List under major and minor headings the principal topics covered in this course together with the approximate number of class hours devoted to each topic. Please be specific and inclusive. (Insert extra page if needed.)

16. Required Readings:
   Texts:
   Journals:
   Other Sources:

17. a. Kinds of work required of students in this course. Be specific and indicate the relative importance of each type of assignment or work required in determining student’s grades.

b. If this course is a double-listed course, indicate the work or assignments included in 16a that will not be required of undergraduate students.

PART IV: JUSTIFICATION OF OVERLAP

18. If there is substantial overlapping of content of the proposed course with another course, either in your department or another department, justify the overlap and attach a letter from the concerned department verifying agreement that overlap is justified.

   Overlapping course(s):

   Justification of overlap:

19. Remarks: Add any explanation or additional information that you believe would be helpful in the appraisal of this approval.

Modified March 2007