PART I: 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)

2. 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

3. Continuing Education Credits
4. Anticipated Course Enrollment

5. 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

6. Grading:

7. Repeatable for Degree:

8. 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:

9. Course Prerequisites:

10. Cross Listings:

11. Tuition:

Sequence of Action/Approvals
   a. Request prepared by ____________________________ Date: ____________________________
   b. Department ____________________________ Date: ____________________________
   c. College Committee ____________________________ Date: ____________________________
   d. Dean ____________________________ Date: ____________________________
D3 Course Approval Form

PART II: RATIONALE FOR OFFERING THE COURSE

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

13. Dates/Time of Course: _____

14. Why should this course be offered?

15. Was this course reviewed by a committee in the department?  ☐ Yes  ☐ No, by Department Chair

PART III: TOPICAL OUTLINE OF THE COURSE

16. 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.)

17. Required Readings:
   Texts: _____
   Journals: _____
   Other Sources: _____

18. 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.

PART IV: JUSTIFICATION OF OVERLAP

19. 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: _____

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