

COURSE DEVELOPMENT GUIDE ACADEMIC AFFAIRS COUNCIL

The following items need to be included in any course proposal submitted to the Academic Affairs Council for approval. Additionally, anyone submitting a proposal must attach minutes showing prior approval by the academic department and, in the case of cross-listed courses or certification courses, minutes showing approval from the participating department.

Title of course:

Shortened version of title for schedule and transcript. (30 characters including spaces):

Department and course number:

(Note: Graduate courses must be approved by the Graduate Council)

Number of credits:

If variable credit, does the student or the department determine the number of credits? For example, some topic classes are variable (1-6 credits). However, the department when offering the class determines that it should be offered for 3 credits this term. In an independent study class that is variable (1-3 credits), one student in consultation with the instructor might decide to enroll for 2 credits, another student for 3 credits.

Is the course repeatable for additional credit?

What is the maximum number of credits?

Effective date:

Proposed for General Education option?

If yes, in which category? (Send 4 copies of the proposal to the General Education Subcommittee)

Scheduling course information:

Is it lecture, laboratory, discussion, seminar, independent study, field study or thesis research?

Does the course have a required attached lab for zero credit? For credit? Describe:

Does enrollment require the consent of the instructor? Department?

Grade basis: Graded only, pass-fail only, student option.

Catalog description:

Prerequisites:

Main Units/Objectives of the course:

Evaluation procedures and techniques:

Special projects, term papers, class reports, etc.:

Library or other physical resources to support the course:

Need for Additional resources:

Course(s) to be dropped:

Attach appropriate minutes showing approval.

Created for the Faculty Senate web page by Barbara Erickson, Timothy Cummings, and Hal Bertilson.
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