THE FIRST (OR NEXT) OFFERING OF THIS COURSE WILL BE \_\_\_FALL \_\_\_SPRING \_\_\_MAY \_\_\_ FLEX 1

\_\_\_ FLEX 2 \_\_\_SUMMER I \_\_\_SUMMER II \_\_\_SUMMER III \_\_\_ OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_ **OF 20\_\_\_\_\_.**

**FOR** **SPECIAL TOPICS COURSE ONLY:** THIS IS THE \_\_\_1ST \_\_\_2ND \_\_\_\_3RD TIME TO BE OFFERED.

DEPARTMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COURSE PREFIX:\_\_\_\_\_\_\_\_\_ COURSE NO.:\_\_\_\_\_\_\_\_\_

COURSE TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CATALOG DESCRIPTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SEMESTER HOUR CREDIT: \_\_\_\_\_ LECTURE/LABORATORY HOURS (if applicable): \_\_\_/\_\_\_\_

PREREQUISITES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ATTACHMENTS:

1. Rationale for offering the course (including any relevant market factors).

1. Relationship of the course to the department major and/or minor, to other departmental offerings, to certification requirements, and/or to the general education requirements.

3. Total number of courses now offered by the department proposing the course; number required for the major; number required for the minor.

4. Student learning outcomes with the intended type of assessment for each. Please be sure the “action verbs” used in the student learning outcomes are appropriate for the level of the course.

5. Preliminary textbook information.

6. General course outline.

7. Evaluation of library resources to support the proposed course (a summary of sources is sufficient).

8. Evaluation of departmental staff to teach the proposed course (include faculty credentials/experience as well as how this course will impact faculty loads, course rotations, etc.).

9. Fiscal Implications (additional cost or savings).

APPROVED BY:

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

(Signature of both Chairs required if cross listed)

The School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean Signature Date

(Signature of both Deans required if cross listed)

The Deans Council on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Date)

The University Faculty on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Academic Affairs Signature Date