

OFFICE OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM
NEW COURSE



College: _____ Prefix/Subject Code: _____ Course Number: _____

Banner Title: _____ (32 Characters) Credit Hours: _____ Offered: ^{Fall} ^{Spring} ^{Summer}

Full Course Name: _____

Instructional Method: ^{Online} ^{Hybrid} ^{Classroom}

Cross-listed: _____
Cross-listed courses must provide both graduate and undergraduate syllabi.

Prerequisites: _____

Min. Grade: _____

Catalog Description: (300 Characters)

Co-requisites: _____

Prerequisites with Concurrency: _____

Restrictions: _____
Class, Level, Department, Program, College, etc.

Grading System: ^{A-F} ^{A-NC} ^{S-U}

Does this course involve multiple academic units in the originating college? Yes No
If so, the chair of each academic unit must sign this form.

Does this course involve academic units external to the originating college? Yes No
If so, deans of all colleges involved must sign this form.

Is this a Laboratory course (stand alone or combined)? Yes No
If yes, indicate the number of credit hours for the lab and the number of contact hours.

Lab Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Indicate type and hours for studio, clinical, internship, and study abroad courses.

- Studio Course** Studio Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Clinical Course** Clinical Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Internship** Internship Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Study Abroad** Abroad Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Compare with existing catalog offerings, with justification if apparent overlap:

Discuss demonstrated value of course. Please justify why this new course is needed.

Will this course be required? Explain.

Is this course part of a program core? Explain.

Is this course part of a new major or minor? Explain.

Textbooks: _____

Intended Instructors: _____

Implications for faculty workload: _____

Implications for facilities: _____

A detailed syllabus must be attached giving an overview of topics covered, course goals and structure, grading system, and policies.

Department Chair: _____

Grad. Council: _____

College Dean: _____

Graduate Dean: _____

Undergrad Curriculum Cmte: _____

Provost: _____