

3. Instructor(s): _____

4. Class meeting schedule (e.g. MWF 1:00pm1:50pm): _____

5. Format (check one): lecture lab seminar ind study practicum studio recitation thesis research field service

6. Terms offered (check all applicable): fall spring summer

7. Calendar: annual biannual biennial other (describe) _____

8. Maximum class size: _____

9. Will this course be part of the major program? yes no

10. Will it replace an existing course in the major program? yes no

If yes, which one? _____

course number

title

PROCESSING INFORMATION

1. Objectives for new course or rationale for change(s): _____

2. Staff: name(s) and qualifications: _____

3. Does this course require any interdepartmental coordination? (describe) _____

4. List the course(s) cross registered with this course at either the undergraduate or graduate level: _____

5. If the course is cross registered at the graduate level, what are the additional requirements? _____

6. Does this course have an oral component for students? (describe) _____

7. Is computer use required: check all appropriate box(es): e-mail internet Tulanet Voyager web pages accessed

web pages written computer programs accessed computer programs written Blackboard

8. How many pages of written work does this course require, not including tests and exams? _____

9. (If proposing intensive writing designation) How many rewritten pages does this course require? _____

10. What proportion of the course grade is based on written work, not including tests and exams? _____

11. On average, how many hours each week does the average student spend on this course, not including class time, regularly scheduled laboratory time, or regularly scheduled performance activity time? (Minimum 2hrs per credit or 6 hrs per 3-credit course) _____

Please attach a syllabus, with a laboratory syllabus if appropriate. The minimum components of a syllabus are course description, required texts, policies (e.g., class absences, late papers, honor code), grading method in terms of percent, sequence of topics to be discussed, and schedule of assignments.

Signature of Chair _____

Date _____