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COURSE PROPOSAL FORM

A PROGRAM OF INNOVATIVE AND INTENSIVE EDUCATION
254 Rose/Box 870114

PLEASE TYPE ALL INFORMATION

DEPARTMENT DIVISION

DEPARTMENTAL OFFICE ADDRESS BOX NO.
Building Room Number

PHONE NO.

COURSE TITLE

COURSE & SECTION #s.

(1) PROPOSER RANK
Title First Name Last Name

(1) PROPOSER'S E-MAIL ADDRESS: FAX NUMBER:

(2) PROPOSER RANK
Title First Name Last Name

(2) PROPOSER'S E-MAIL ADDRESS: FAX NUMBER:

BACKGROUND INFORMATION:

1. This course is a new course: Yes No Core Designation (if applicable) _____
2. This course is normally offered? Spring Summer Fall Interim only

PROMOTIONAL INFORMATION

1. Using the space below, give a brief description of the course. (Description to be on the Interim website. If description is more than six lines please attach.)
2. Number of credit hours
3. Prerequisite(s):
4. Class meets as an: On-line class Travel class Blended class

FIRST MEETING TIME:

Times of day

Days of Week

5. **FEE INFORMATION:** If a fee is to be collected from students, state below the amount and the purpose of the fee. ***Please include any special course fees that are charged by the college/school.*** NEW OR INCREASED FEES MUST BE REQUESTED IN WRITING AND APPROVED BY THE ACADEMIC VICE PRESIDENT.

Fee: \$

Purpose:

ENROLLMENT INFORMATION

1. Enrollment Maximum: 30 35 40 45 50 55 60 Other _____
2. If enrollment maximum given is fewer than 30, refer to second paragraph under "Budgetary Information" of Interim Guidelines. List reasons for limitations.



SIGNEES: Complete requirements outlined on checklist below. Sign and submit this proposal.

- FOR ALL COURSES:** A course syllabus meeting departmental and/or divisional requirements is ATTACHED. (It is expected that this syllabus will contain all elements listed below and will be distributed to students at the first class meeting.)
 1. Course number, title, and number of credit hours
 2. Catalog course description, including prerequisites
 3. Course goals, objectives, and outline
 4. Required text(s) and/or readings
 5. Description of assignments
 6. Grading and attendance policy, number and nature of examinations, policy for make-up tests
 7. Difference in quality/quantity of work required for graduate and undergraduates
 8. Academic misconduct policy (see Interim Guidelines, page 1)
 9. Instructor's name, office location, telephone number, and e-mail address
 10. Disability access statement: "To request disability accommodations, please contact the Office of Disability Services (348-4285). After initial arrangements are made with that office, contact your professor."
- FOR COURSES NORMALLY TAUGHT DURING FALL, SPRING OR SUMMER:** A description of how the presentation will be adapted to conform to the time frame and format (i.e. online, travel) of Winter Interim is ATTACHED.
- FOR TRAVEL COURSES:** An itinerary with specific plans for housing, meals and transportation is ATTACHED.
 - Travel Course Cost & Payment Information form is complete and ATTACHED.
- FOR ALL COURSES EXCEPT NEW COURSES:** A copy of screen SSASECQ, Summary Statistics, Student Information System, is ATTACHED.
- FOR NEW COURSES:** A new course proposal form has been submitted and approved through CourseLeaf.

(1)	Proposer	Date
(2)	Proposer	Date
Approved:		
(1)	Departmental Chairperson	Date
(2)	Chair, Divisional Review Committee	Date
(3)	Dean	Date