Course Information	▼

Read before you begin

1. TURN ON help text before starting this proposal by clicking 🛈 in the top right corner of the heading.

2. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.

3. LAUNCH proposal by clicking ▶ in the top left corner. DO NOT make proposed changes before launching proposal.

Please see the Implementation Timeline to assist you in determining the earliest implementation date available for your proposal.

Semester	Add Item	**Year**	Add Item

Course Information:

Department:	Add Item

Course Title:	

Course Prefix (Course Subject. IE: BIOL):	Add Item	**Course Number:**	

Course Type (course prefix definition):	Add Item

Minimum Hours:	

Grade Mode:
◯ Standard
◯ Standard with minimum grade of "C" (no "D" grade may be awarded)
◯ Pass/Fail

⊘ **Support**

Additional Grade Information

Please select the below "IP" grade option if the course will require students to complete a research paper or project, a study or an internship.

Additional Grade Option ⚪ IP

Minimum Grade Requirement for course

Contact Hours:

       Courses must meet 750 minutes per credit hour according to our <u>credit hour policy</u>.
       1 credit hour = 12.5 contact hours
       2 credit hours = 25 contact hours
       3 credit hours = 37.5 contact hours

Contact Hours:

Teaching Credit Load:

Please note in the Teaching Credit Load policy, the reference to contact hours means the number of hours the instructor will meet with the student per week. This calculation is independent of the Contact Hour calculation above, which references credit hour policy and SACSCOC compliance.

Please see the below policy and Guidelines document:

<u>Policy 2:046</u>
<u>Instructional Workload Guidelines for Full-Time and Adjunct Faculty</u>

Teaching Credit Load:

Repeating a course:

The information below is specific to a student's ability to earn credits more than once by repeating the same course. For instance, a 490A course may be taken twice for earned credit. The number of times a course may be repeated would equal 2.

Please indicate the number of times a course may be repeated for credit. This does not refer to a standard repeat if a student does not successfully complete the course.

If the course is not able to be repeated for credit please indicate 0 in the below field.

Number of times the course may be repeated for credit:　　Add Item

Max Number of Credit Hours:

Utilized for variable hour courses. For instance, a course may be 1 to 3 credit hours and a student could earn 9 credit hours. Complete the max credit hour box with 9.

Maximum Hours:

Variable Credit hours:

When a course may be taken for a range of credit hours. Example: Internship in which 6 to 12 hours may be earned. This should be indicated in the Variable credit hour box.

Approved elective within the major? ○ Yes ○ No

Class Size:

Approval of this course proposal does not constitute approval of the course fee. For additional information regarding course fee approval please contact Finance and Administration at 931-221-7883 or financeAdmin@apsu.edu.

Will the department seek a course fee for this course? ○ Yes ○ No

Please note the LAB schedule type is to be utilized for courses requiring an additional course fee, typically for consumables used. The Workshop (WSP) schedule type should be utilized for other courses similar in nature but not requiring additional fees.

Clinical courses have their own schedule type and require the CLN schedule type. This schedule type would be utilized for courses such as NURS, MLS or RADG.

Schedule Type: Add Item

Instructional Method: Add Item

What Instructional Technology support and resources do you have or need to develop for this course?

Bulletin Description:

When listing pre-requisite(s)/co-requisite(s), please be sure to indicate "and/or" correctly when multiple courses are required for a pre-req or co-req.

Prerequisite:

Co-requisite:

Pre/Co-requisite:

Equivalency:

The equivalency field is utilized to indicate if a course should be counted as another in the banner system. For instance, if you are renumbering a course from ART 1030 to ART 1035, the equivalency field would list ART 1030. If you have created a new course for the major and an older major requirement may still be utilized to fulfill this course, please indicate the course number in the equivalency field.

Equivalency:

Cross Listed: course taught by two different departments but covers the same subject matters. Example MGT 3410 and ENGT 3610 Productions Operations managements

Dual Listed: A course that covers the same content but is offered at both the undergraduate and graduate level or the graduate and doctoral level. For courses being dual-listed at the graduate and doctoral level, they should be within 1000 numbering of one another, exceptions may be made by the Graduate Academic Council on a case by case basis. (EDUC 4720 Problems in Education and EDUC 5430 Advanced Problems in Education)*

Cross Listed:

Dual Listed

Justification for creating new course:

Library Resources

List any recommendations for needed library resources. Include: Books (give bibliographic citations, and prices); Periodicals (give titles, years and vendors); and Computer-related databases/ services (attach brochure, etc.). Bibliographic information and prices for all recommended materials may be obtained from the Library's Resource Management, ext. 1325.

Are additional library resources needed to support the course? ◯ Yes ◯ No

Additional Library Resources Needed:

Total Estimated Cost: $

Contribution of the course to the University's mission and strategic goals:

Course-level Student Learning Outcomes:

Topics Covered:

Opportunities for Student to Demonstrate their Learning:

Assessment Procedures:

Does this proposal require Teacher Education Council approval? ◯ Yes ◯ No

You are about to launch this Approval Process.

Once you have launched an approval process, it is available to Curriculog users as a new proposal template. Are you sure you want to continue?

Process Name | 2021-2022 #09 Undergradua |

This Curriculog system has Integration Manager enabled. Modifications to the Approval Process will render any maps and legends associated with this Approval Process invalid and may affect integration between Curriculog and other applications. It is better to make a copy of this Approval Process and make your changes there. If you are unsure of the meaning of this message, please contact Digarc Customer Care first.

Are you sure you want to continue into edit mode?

You are about to exit edit mode.

Any changes you have made will be lost. Are you sure you want to exit edit mode?

You are about to re-launch this approval process. Active proposals utilizing this approval process will not be impacted and will continue to use the original approval process.

Number of Proposals using this original approval process: 0