

Information for Review

The 280/480 or 291/491 (New Numbers) designations are designed for experimental or one-time courses. If the course will be offered repeatedly (even if alternate years or “on demand”) you are encouraged to apply for a permanent course designation. Only under special circumstances will departments be permitted to offer a course more than once as a 280/480-291/491. There is no requirement that courses must first be offered as a 280/480-291/491 before applying for a permanent number.

The chair of the Undergraduate Studies Committee and the Vice-Provost for Academic Affairs will normally review requests; only if there are major concerns will requests be reviewed by the Undergraduate Studies Committee. You are encouraged to submit requests well in advance of the semester during which the course is to be offered.

Courses requesting core designation(s) must make full application to the Core Curriculum Committee.

Please provide the following information in narrative format.

General Course Information

1. Provide a description of the course explaining the need for the course, its goals, and its overall structure. This is the most important part of the application and should offer a good sense of what students will experience by taking this class.
2. Based on what types of student work (e.g., tests, papers, performance, etc.) will grades be determined?
3. Who or what group is this course particularly designed to serve?
4. List required texts or other required references.
5. What is the anticipated enrollment? Please state any enrollment cap and *explain the reason for the cap*.

Level of Offering

6. Has the course been offered previously under 280/291 or 480/491? If yes, explain why a permanent number is not being sought.
7. Prerequisite course(s) (*Upper division courses are normally expected to have prerequisites. When listing multiple prerequisites, please be clear about whether the courses are all required (separated by “and”) or if only one is required (separated by “or”):*
8. Co requisite Courses:
9. If applying for upper division (480/491) status and there are no pre/co-requisites, please explain what makes this an upper division course.

Relationship to other Courses, Curricula, and Department

10. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department? If so, how do the coverage and educational experiences differ and how is this duplication or reiteration justified. Also, what liaison (which is expected in cases of apparent overlap) has been conducted with other departments? Report reactions, both favorable and unfavorable.
11. Is the instructor is a member of the regular faculty (i.e., tenured or tenure-line)? If no, please describe the instructor’s qualifications, attach a Vita, and provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor’s qualifications to teach this course.

Other Supporting Material

12. Include any additional information you feel is needed to support this request (e.g., course syllabus).