

**REQUEST FOR COURSE ADDITION**

|  |  |
| --- | --- |
| Department Initiating Proposal | Date |
|  |  |

|  |  |  |
| --- | --- | --- |
| Title | Signature | Date |
| Department Head |  |  |
| Dean |  |  |
| Assessment |  |  |
| Registrar |  |  |
| Graduate Dean (Graduate Proposals Only) |  |  |
| Vice President for Academic Affairs |  |  |

|  |  |
| --- | --- |
| Committee | Approval Date |
| General Education Committee (Undergraduate Proposals Only) |  |
| Teacher Education Committee (Graduate or Undergraduate Proposals) |  |
| Curriculum Committee (Undergraduate Proposals Only) |  |
| Faculty Senate (Undergraduate Proposals Only) |  |
| Graduate Council (Graduate Proposals Only) |  |

|  |  |  |
| --- | --- | --- |
| Course Subject: (e.g., ACCT, ENGL) | Course Number: (e.g., 1003) | Effective Term: |
| Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below) | | |
| Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript) | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Will this course be cross-listed with another existing course? If so, list course subject and number. | | | | | | | | | | | |
| Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?  If so, list course subject and number. | | | | | | | | | | | |
| Is this course repeatable for additional earned hours? | | | | | |  |  | How many total hours? | | |  |
| Grading: |  | | |  | | |  | | |  | |
| Mode of Instruction (check appropriate box): | | | | | | | | | | | |
| Does this course require a fee? | |  |  | | How Much? | |  | | Select Fee Type | | |
| If selected other list fee type: | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| (If major or minor course, you must complete the Request for Program Change form to add course to program.) | | | | | | | | | | | |
| If course is required by major/minor, how frequently will course be offered? | | | | | | | | | | | |
| Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? | | | | | | | | | | | |
| Will this course require a special classroom (computer lab, smart classroom, or laboratory)? | | | | | | | | | | | |
| Answer the following Assessment questions:   1. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. 2. If this course is required for the major or minor, complete the following.    1. Provide the program level learning outcome(s) it addresses.    2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) 3. What is the rationale for adding this course? What evidence demonstrates this need? | | | | | | | | | | | |

|  |
| --- |
| For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**  a. Course subject  b. Course number  c. Catalog course title  d. Catalog description  1. Arkansas Course Transfer System (ACTS) course number, if applicable  2. Cross-listing  3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)  4. Prerequisites  5. Co-requisites  6. Description  7. Notes (e.g., information not in description such as course may be repeated for credit)  8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)  9. Fees (e.g., $36 art fee)  e. Section for Name of instructor, office hours, contact information (telephone, email)  f. Text required for course  g. Bibliography (supplemental reading list)  h. Justification/rationale for the course  i. Course objectives  j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)  k. Assessment methods (include grading policy with specific equivalents for A, B, C)  l. Policy on absences, cheating, plagiarism, etc.  m. Course content (outline of material to be covered in course). |
| If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at <http://www.atu.edu/registrar/curriculum_forms.php>. |