

Form D: Approval of courses of more or less than one unit in value

Please note that all courses (regardless of unit value) should meet the general expectations of a liberal arts course. In particular, this includes two hours of out-of-class work for the students for every hour spent in the classroom. Academic Affairs is looking for these criteria when evaluating all submitted course proposal materials.

Please complete this form (including signature from Department/Program Chair) and provide it along with responses to the points below, the course syllabus and any additional documents in **both hard copy and electronic copy** to the Chair of the Academic Affairs Committee. (Deadline can be found on the Faculty Administrative Calendar.)

DEPARTMENT(S)/PROGRAM _____
COURSE NUMBER _____ UNIT VALUE _____
COURSE TITLE _____
INSTRUCTOR _____

Please provide comprehensive responses to the following:

1. Explain the rationale for the proposed unit value.
2. If information about assignments, evaluation, reading lists, or a schedule (as appropriate) is not included in the syllabus, please submit these as additional documents.

If this course fits any of the criteria below, you must also submit the noted form:

- Has this course been taught as a special topics course before and now needs approval as a permanent course? **Please provide Form A.**
- Is this course intended to fulfill the EL, DIV13, LANG or QLR requirements? **Please provide Form B.**
- Does this course also require designation as a Senior Year Experience? **Please provide Form C.**

Approved:

Department/Program Chair

Date

Academic Affairs Committee Chair

Date

Dean of Academic Affairs

Date

Received: _____
Registrar

Date