

# SPELMAN COLLEGE COURSE APPROVAL FORM

Standard Course  
 Pilot for Standard Course

Course Modification  
 Special Topics Course

*Please attach a complete syllabus with this document.*

**Course Prefix:** \_\_\_\_\_  
(If course is new, please review with Registrar)

**Course Number:** \_\_\_\_\_

**Course Title:**

**1. Catalog Description** *Please write in complete sentences and in present tense. (Note: Not to exceed 70 words)*

**2. Type of Course** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Lecture                                       | <input type="checkbox"/> Experiential (service learning, internship, etc.) |
| <input type="checkbox"/> Lecture & related component                   | <input type="checkbox"/> Directed study                                    |
| <input type="checkbox"/> Lab (separate class, not a related component) | <input type="checkbox"/> Undergraduate research                            |
| <input type="checkbox"/> Seminar                                       | <input type="checkbox"/> Study abroad course                               |
| <input type="checkbox"/> Performance (e.g., music lessons)             | <input type="checkbox"/> Independent Honors Research                       |
| <input type="checkbox"/> Honors Seminar                                | <input type="checkbox"/> Global – QEP                                      |
| <input type="checkbox"/> Writing Intensive                             | <input type="checkbox"/> Interdisciplinary (please list Departments)       |
| <input type="checkbox"/> Other _____                                   | _____  |

**2. Course Prerequisites:**

**Course Co-requisites:**

**3. This course will satisfy the following:** *(Please check all that apply.)*

- |  |  |   |                          |
|--|--|---|--------------------------|
| <input type="checkbox"/> Core Curriculum Requirement             | <input type="checkbox"/> Major Requirement | <input type="checkbox"/> Major Elective   | <input type="checkbox"/> |
| Other  |  |   |                          |
| <input type="checkbox"/> Women's Studies Core Requirement*       | <input type="checkbox"/> Minor Requirement | <input type="checkbox"/> Minor Elective   |                          |
| <input type="checkbox"/> International Studies Core Requirement* | <input type="checkbox"/> Honors Elective   | <input type="checkbox"/> General Elective |                          |

\*Needs prior approval by committee chairs. Please secure signatures on signature page.

- If course fulfills a Core Curriculum Requirement, please specify which learning objective(s) is fulfilled. See Core Curriculum Requirement Learning Objectives attached.
- How does this course offering intersect with other departments or programs? If the course is being cross-listed, please specify the Department. Note: The other department faculty will need to sign the approval page.
- If course fulfills a major requirement, please list the Departmental objectives fulfilled (as listed in the Bulletin)
- If Writing Intensive, has the course been approved by the Writing Advisory Committee?

- If previously taught as pilot, what changes have been made to the course and why?

#### 4. Basic Course Information

- a. Number of credit hours \_\_\_\_\_ Hours of classroom instruction per week \_\_\_\_\_  
 Anticipated enrollment \_\_\_\_\_ Maximum enrollment \_\_\_\_\_
- b. Expected student constituency \_\_\_\_\_
- c. How often will the course be offered?  every semester  once per year  other(\* specify)  
 \*
- d. Is this course being offered for the first time?  yes  no  
 If no, please indicate when the course was last taught.
- e. What semester will the course be offered?

#### 5. Information for course modifications.

- a. The course will be modified in the following way(s): *(Please check all that apply.)*
- |   |   |
|---|---|
| <input type="checkbox"/> Change in course content       | <input type="checkbox"/> Change in course title   |
| <input type="checkbox"/> Change in course description   | <input type="checkbox"/> Change in course number  |
| <input type="checkbox"/> Change in course objectives    | <input type="checkbox"/> Change in course prefix  |
| <input type="checkbox"/> Change in course prerequisites | <input type="checkbox"/> Change in course credits |
- b. Briefly describe the purpose for the modification to the course and explain why this modification is necessary.

#### 6. Information for new course offerings.

- a. Will the proposed course replace an existing course?  yes  no  
 If so, which course(s) will this course replace? (Please attach course deletion form if you are deleting a course.)
- b. Why is the course being added to the curriculum?
- c. What are the course objectives and the relationship of this course to the total departmental offerings? If not required for majors, how will it fit into the departmental offerings?
- c. Does this course duplicate or overlap with existing courses and programs?  yes  no  
 If yes, please explain rationale for proposing course and discuss how it overlaps.

**7. Anticipated funding needs and concerns:**

a. Address the funding/support required to implement this course. (*Attach details of the support requested in each case.*)

- Staffing
- Equipment
- Facilities
- Library Resources
- MIT support/software

b. Are there any external funding sources available to support this course? yes no  
*If so, please explain.*

8. Has this course been discussed in the Department? Did the entire Department review the syllabus?  
Was there discussion? yes no

# Signature Page

**Duplicate signature page if more signatures are required.**

*All new courses must be reviewed by voting faculty within the respective department. New courses must support the overall goals and objective of the department.*

Print Your Name	Signature	Date	Not Recommend	Recommended
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Department Chairperson</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Faculty Member</i>				

*The signature(s) of chair(s) of other departments that may be directly affected by the course offering must be secured. Chairs of other departments should review the course approval and provide appropriate comments.*

Print Your Name	Signature	Date	Department
_____	_____	_____	_____
<i>Other Department Chairperson</i>			
	<i>Comments</i>		

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Print Your Name	Signature	Date	Department
_____	_____	_____	_____
<i>Other Department Chairperson</i>			
	<i>Comments</i>		

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*This course has been reviewed by the curriculum committee and received the following recommendation.*

Recommend	Recommended	Not	
_____	_____	_____	_____
<i>Curriculum Committee Chairperson</i>		<i>Date</i>	
<i>Academic Dean</i>			

*This course has been reviewed for fiscal impact and received the following determination for delivery.*

	Approved	Not Approved	
_____	_____	_____	_____
<i>Provost</i>			<i>Date</i>

Attach a draft syllabus for the course. The syllabus should contain the following:

- Your name, office location, office telephone number and office hours
- Course Number and Title
- Catalog description, including any prerequisites if feasible.
- Purpose/goals of the course (in general terms.)
- Course objectives written in behavioral terms. Behavioral objectives can be expressed as bullet points, beginning with verbs.

Example: After completing this course a successful student should be able to:

- Analyze and evaluate...
  - Present ...
  - Articulate...
  - Discuss...
  - Demonstrate...
- The goals and expectations of oral presentations should be included in the course objectives.
  - Form of learning activities – lecture, discussion, laboratory, small group participation, collaborative learning, independent study, etc.
  - Methods of evaluation, grading standards and criteria.
  - Textbook(s) and/or resources required
  - Due dates for major assignments
  - Policy regarding academic dishonesty
  - Policy regarding attendance
  - Policy regarding late assignments
  - Course outline organized by topic (sequentially)
  - Reading assignments and bibliography
  - Fourth credit hour justification
  - Disability status
  - Pregnancy statement

Comprehensive Syllabus Guidelines Attached  
Core Requirement Description and Student Learning Outcomes