

**SPELMAN COLLEGE
COURSE APPROVAL FORM**

Type of 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 If more than one type, please list

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
- STS support/software

b. Are there any external funding sources available to support this course?
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>			

Comments

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

Comments

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>		

Note: If electronic signatures are not possible, please print name and enter 900# in the signature column and indicate recommendation. For questions, contact the Dean of Undergraduate Studies, co-chair of the Curriculum Committee..

