

NEW COURSE REQUEST

Submit the completed form to the Office of Academic Affairs for review. The request will then be forwarded to the appropriate committee to begin the approval process. Please attach a completed Signature Committee Action page. If this course will be required in a program, submit a program revision at the same time. All forms can be found at the following site: <https://www.se.edu/academic-affairs/resources/>

Field

(1) COURSE PREFIX (2) COURSE NUMBER (3) CIP CODE

(4) NEW COURSE TITLE

(5) INSTRUCTION MODE

DON – Face to Face

SARR – Arranged

DWEB – Online

SINT - Internship

DSIDE- Synchronous Interactive Video

SLABC – Lab for Credit

(6) COURSE EQUIVALENCE YES NO (If YES, List Prefix and Number)

(7) NUMBER OF CREDIT HOURS (fixed credit course only)

(8) VARIABLE CONTENT/CREDIT YES NO If YES, List MIN and MAX HOURS:

(9) MINIMUM NUMBER OF CREDIT HOURS (10) MAXIMUM NUMBER OF CREDIT HOURS

COURSE TYPES: (Mark all that apply)

(11) ACTIVITY COURSE Click to add (15) LIBERAL ARTS Click to add

(12) GENERAL EDUCATION Click to add (16) PRIVATE MUSIC Click to add

(13) HONORS Click to add (17) PROFESSIONAL EDUC Click to add

(14) INTERNSHIP Click to add (18) REMEDIAL COURSE Click to add

(19) GRADE SCHEME Letter grade Pass/Fail

(20) REPEATABLE FOR CREDIT YES, may be taken several times, each counting for credit

NO, when taken again will replace the previous grade

COLLEAGUE SELF-SERVICE DESCRIPTION:

PREQUISITE/CO-REQUISITE:

REQUISITE ENFORCEMENT: (CHECK ONE)

- Required Prerequisite/Co-Requisite
 Recommended Perquisite/Co-Requisite

TIMING: (CHECK ONE)

- Previous to the course
 Concurrent with the course
 Concurrent or Previous (can be take either way)

NOTE: On a separate sheet, list course objectives, possible texts, and rationale for request.