**SECTION I**

1. **Sponsoring Department:**

2. **Catalog Descriptors:**

Program:

Course Number:

Course Title:

Credit Hours:

Course Description (including prerequisites):

**SECTION II**

1. Who is the instructor with primary course responsibility?

Has this instructor completed online training?

 ☐Yes

 ☐No

If No, when will he or she do so?

2. Has this course been taught before?

 ☐Yes, as an online course

 ☐Yes, as a classroom course

 ☐No

3. **The course will be offered**: ☐Yearly ☐Alternate Years ☐Intermittently

**When will the course be offered**: ☐Day ☐Summer ☐Evening ☐J-Term

How will the course be taught: ☐Fully online (50+%) ☐ Hybrid (25 – 50%)

4. Explain why the course material and organization is suitable for online delivery. Explain how interaction with the students will be facilitated in the course. In particular, explain the nature and extent of this interaction.

5. Please describe your course delivery system by including the following:

 a. Evidence that College Information Technology supports your system;

 b. evidence that you have tested the system;

 c. a description of the hardware, software, and other system requirements students will need to participate in your class;

 d. if specialized hardware or software is needed, an approximation of the cost to the student;

 e. what steps are to be used to ensure that students do their own work.

6. Please append a syllabus or course to include the following:

a. a description of how the course meets the goals of general education and/or the major program;

1. student learning outcomes (i.e., learning objectives);
2. major topics and subtopics to be covered during the course;
3. assessment method(s) used to determine if each student learning outcome is achieved (including information on possible means for assessing student learning such as the use of exams, written papers, etc.);
4. a general statement of the means followed in teaching the course, e. g.

 i. delivery of lectures (written, audio, or video),

 ii. discussion posts,

 iii. exams,

 iv. major assignments.

 v. and response time to e-mails.

f. make-up exam policy, and,

g. the grading policy, including the scale by which letter grades will be assigned.

**SECTION III (for courses that are new to the catalog only)**

1. Course Numbering Rationale: Provide an explanation for the course level (i.e., 5000, 6000, 7000, or 8000)

2. Show that the institutional support is adequate. Consider the scope of current library holdings, evidence of student interest (based on “Topics” experiences), possible effects on faculty load and possible effects on other departments. State whether the course would require a capital outlay on the part of the College and, if so, provide an explanation and a rationale.

3. Provide a rationale for adding the course to the curriculum and any other supportive statements deemed appropriate. For example, consider how the course

1. will promote the department’s academic goals;
2. is appropriate to a graduate, liberal arts curriculum;
3. and is “unique” from other course(s) in the department as well as outside the department.

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 (Department Chair)

Affected Dept #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: ☐Yes ☐No

Affected Dept #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: ☐Yes ☐No

Affected Dept #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: ☐Yes ☐No

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Graduate Council Action: Approve\_\_\_\_/ Not Approve\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_