

Course Subject and Number	
Course Title	
Credits	
Grading Mode	

1. Rationale

2. Catalog Course Description

3. Academic or Technical Prerequisite

4. List Grading Criteria (that comprises a student's final grade by percentage or points)

5. Identify Required Texts, Recommended Texts and Supplemental Materials (which may or may not be available at the library)

6. List Additional Space, Facilities and Supplies (that the university is expected to supply for this course)

7. Enumerate Learning Outcomes

8. Specify course content by topic: List main topic areas and apportion lecture and/or lab hours for each topic. Total hours must meet the minimum required hours to support the course credits (12.5 lecture hours per credit; 25 lab hours per credit). For example, a 3-credit lecture class with no lab would need 37.5 hours. Distance delivered courses should indicate the approximate number of hours for students to be involved in each topic. For example, a 3-credit distance course with no lab would need a minimum total of 112.5 student hours.

[illegible]

	Electronic Signature
Initiating Faculty Member	
Chair of Academic Unit	
Dean of Academic Unit	
Chair of Curriculum Committee	
Registrar	
Provost	