



Interim Course Proposal Form

A Program of Innovation and Intensive Education

Select Interim: ___ Winter ___ Summer Year: _____

Department Division: _____ Phone # _____

Departmental Office Address: _____ Box # _____
(Building & Room Number required)

Course Title _____

Course & Section #'s _____

Proposer Name and Rank _____

Proposer's Email Address _____ FAX # _____

COURSE INFORMATION:

THIS COURSE IS A NEW COURSE (never before offered at UA): _____ Yes _____ No

For New Courses: A course proposal form has been submitted and approved through Course Leaf prior to interim proposal submission.

THIS COURSE IS NORMALLY OFFERED? ___ Spring ___ Summer ___ Fall ___ Interim Only

For Courses Normally Taught During Fall, Spring, or Summer: A description of how the presentation will be adapted to conform to the time frame and format (i.e. online, travel for Winter Interim) is attached.

FOR ALL COURSES EXCEPT NEW COURSES: A copy of screen SSASECQ, Summary Statistics, Student Information System is attached.

Course Prerequisites _____ Core Designation (if applicable) _____

Number of credit hours: _____ Class meets as an: _____ Online _____ Travel _____ Campus _____ Blended class

Time and place class will meet (complete information for second meeting time only if class actually has more than one meeting time.)

First Meeting Time _____
time of day days of week building room number

Second Meeting Time _____
time of day days of week building room number

FOR DOMESTIC TRAVEL COURSES: 1) An itinerary with specific plans for housing, meals and transportation is ATTACHED; 2) Travel Course Cost & Payment Information form is complete and ATTACHED.

FEE INFORMATION: If a fee is to be collected from students, state below the amount and the purpose of the fee. Please include any special course fees that are charged by the college/school. NEW OR INCREASED FEES MUST BE REQUESTED IN WRITING AND APPROVED BY THE ACADEMIC VICE PRESIDENT.

Fee: \$ _____ Purpose: _____

ENROLLMENT INFORMATION:

1. Enrollment Maximum: ____ 30 ____ 35 ____ 40 ____ 45 ____ 50 ____ 55 ____ 60 Other: _____
 2. If enrollment maximum given is fewer than 30, refer to second paragraph under "Budgetary Information" of Interim Guidelines. List reasons for limitations _____
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SIGNEES: Complete requirements outlined on checklist below. Sign and submit this proposal.

FOR ALL COURSES: A course syllabus meeting departmental and/or divisional requirements is ATTACHED. (This syllabus will contain all elements listed below and will be distributed to students at the first class meeting.)

1. Course title; department prefix; section number; term; credit hours
 2. Instructor's name, office location, telephone number, email address, academic department
 3. Prerequisites
 4. Course description
 5. Course objectives (optional)
 6. Student learning outcomes
 7. Grading policy (undergraduate and graduate)
 8. Attendance policy (classroom and on-line)
 9. Exams and assignments (difference in quality/quantity of work required for graduate and undergraduates)
 10. Policy on missed exams and coursework
 11. Outline of Topics
 12. Required text(s), and/or readings, other course materials
 13. Academic misconduct policy (see Interim Guidelines, page 1, www.interim.ua.edu)
 14. Disability access statement: "To request disability accommodations, please contact the Office of Disability Services (348-4285). After initial arrangements are made with that office, contact your professor"
 15. UAct: Ethical Community Statement (<http://www.ua.edu/uact>).
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(1) _____ Date _____
Proposer

(2) _____ Date _____
Proposer

Approved:

(1) _____ Date _____
Departmental Chairperson

(2) _____ Date _____
Chair, Divisional Review Committee

(3) _____ Date _____
Dean