

UNIVERSITY COURSE REQUEST FORM

Date

Sponsoring Departments (s)

Course Level

1000
2000
3000
4000

Credit Hours

Grading System: A,B,C

S,U

Course Title

Course Description

Term for which approval is requested: Fa Su Sp : Maximum Class Size

Days/time

Instructor

Has the course previously been offered as a University Course?

Yes No If yes, when?

If yes, what steps have been taken to have the course approved as a regular departmental course offering?

Departmental Approval

Departmental Approval

Departmental Approval

College Approval

Graduate College Approval (course for graduate credit only)

Vice Provost for Instruction

(Criteria for University Courses on reverse side)

09/22/04

CRITERIA FOR UNIVERSITY COURSE

1. The university course designation is intended for courses that will be taught only once or that are experimental in nature. The use of the UNIV designator is limited to a single offering of a course, unless specific approval is granted to repeat the course. A permanent course number should be sought for the subsequent offerings of the course
2. Courses may be offered at the freshman, sophomore, junior, or senior level.
3. Credit hours may not exceed five (5) hours.