

COURSE ORIGATION

Please check one:

- ☐ **Trial Course (Course # end in -94):** A new course intended as an experiment, which may or may not become a permanent course. Needs approval by Dean of Academic Affairs ONLY.
- ☐ **Special Topic (Course # end in -93):** A course that is developed when a topic is particularly timely or when visiting specialists are in Barrow long enough for us to make their expertise available to our students (as an example). Need approval by Dean of Academic Affairs ONLY.
- ☐ **New Course:** Need approval by Academic Council. It will receive a permanent course number from the Registrar.

Semester: _____ Year: _____

Prepared by: _____ Dept.: _____ Phone: _____

1. COURSE IDENTIFICATION:
Dept. _____ Number _____ No. Of credits: _____
2. COURSE TITLE: _____
3. FREQUENCY OF OFFERING (Term): _____
4. HOURS OF INVOLVEMENT: "Independent" denotes work done outside scheduled classroom hours, or as an online component
_____ Lecture _____ Lab _____ Independent = _____ Total Hours
5. NUMBER OF STUDENTS EXPECTED: _____ MAXIMUM STUDENTS ALLOWED: _____
6. THIS COURSE WILL FULFILL A REQUIREMENT FOR ASSOCIATE DEGREE?
☐ YES (Core) ☐ YES (Elective) ☐ NO
7. COURSE CLASSIFICATION (If Applicable): ☐ h-Humanities ☐ n-Natural Science ☐ s-Social Sciences
8. BRIEF COURSE DESCRIPTION (50 words or less, if possible):
9. GRADING SYSTEM: ☐ Letter Grade ☐ Pass/Fail
10. PREREQUISITES: ☐ YES, please enter information below ☐ NO
11. SPECIAL RESTRICTIONS, CONDITIONS, or FEES: _____
12. CROSS LISTED : ☐ YES, Department and Number: _____ ☐ NO
13. PREVIOUS HISTORY: _____
14. ESTIMATED IMPACT OF ACTION ON BUDGET, FACILITIES/SPACE, FACULTY, RESOURCES.
15. HAVE YOU REVIEWED WITH THE LIBRARY COLLECTION DEVELOPMENT OFFICER ANY LIBRARY/MEDIA COLLECTIONS, EQUIPMENT, AND /OR SERVICES AFFECTED BY THIS PROPOSED ACTION?

16. WHAT PROGRAMS/DEPARTMENTS WILL BE IMPACTED BY THIS PROPOSED ACTION?

17. JUSTIFICATION FOR ACTION REQUESTED

18. HAVE YOU CHECKED WITH ELDERS, A COMMUNITY LEADER OR EXPERTS ABOUT INUPIAQ WAYS OF KNOWING AND LEARNING THAT MAY BE INCORPORATED INTO YOUR COURSE CONTENT?

19. WHAT INFORMATION IN THE COURSE DESCRIPTION AND SYLLABUS WARRANTS THIS COURSE BEING A #XX LEVEL COURSE?

Faculty/Coordinator Proposing Course

Date _____

Library Director

Date _____

Division Chair

Date _____

☐ Approved

☐ Denied

Academic Council

Date _____

☐ Approved

☐ Denied

Dean of Academic Affairs

Date _____

☐ Approved

☐ Denied

**** NOTE: A COURSE SYLLABUS MUST BE SUBMITTED WITH THIS REQUEST****

Received by Office of the Registrar

Date _____

Section # _____