

Course Approval Form

(To be used for each new proposed/revised course)

Initiator (contact person):	
Department:	
Division:	
Course Title:	
Course Number:	
Credit Hours:	

Catalog Copy/Course Description (50 words):

Frequency of Offering:	Every Year:		Every Other Year:	
Anticipated Initial Offering:	Year:		Semester:	
Replace existing course?	Yes		No	
If yes, list the course(s) to be replaced:				

Purpose of the Course:	
Major Requirements:	
Major Elective:	
Certificate Course:	
Concentration Course:	

Other, similar courses currently in the University's course inventory?	Yes		No	
If yes, discuss extent of overlap with existing courses:				

Provide a brief course overview:

How is this proposal consistent with the mission of Pfeiffer University?

Would this proposal constitute a substantive change under SACSCOC requirements?	Yes		No	
See https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf for a definition. Contact the Provost's Office if the proposal is a substantive change or if you are unsure. Add any relevant comment below.				

Rationale for the course, including how it fits with the existing curriculum; prerequisites (if any) and rationale.

List of resources needed for the course including costs for faculty, library, other special materials, facilities, etc.

A brief description of the evaluation procedures that will be used to determine the extent to which student outcomes (noted in attached outline syllabus) have been achieved. Indicate ways in which results of the evaluation will be used not only to grade students but also to modify how the course is taught.

Attach an outline syllabus following Pfeiffer University's format which includes:

- a. student learning objectives;
- b. topics to be addressed in the course; and
- c. sample assignments for reading, papers, oral projects, examinations, etc. and their relationship to student learning objectives.

