## **College of Education and Social Services**

**Course Review Form**

Requests for new course offerings and for all Continuing and Distance Education (CDE) listed courses are required to be reviewed and approved as noted in the information below. The Program Coordinators take a significant role in this process and work closely with the department Chair to ensure the course approved meets programmatic and College guidelines, as well as the financial implications.

Complete for all new courses, CDE, and existing courses being modified.

Deadlines: Fall courses – October 1 Spring course – May 1 Summer course – September 1

**Faculty requesting:**

**Course description and attach syllabus:**

**# of Credits:**

**Proposed Course # - (SWSS xxx):**

**Semester(s) (choose one): Fall/ Spring / Summer (course will be one section unless otherwise noted).**

**Primary Audience (choose one): Undergraduate/Graduate/Certificate/Non-Degree**

**Delivery Method (choose one): Classroom/Hybrid/Online/Outreach – Offsite**

**Unique course needs (smart room, moveable chairs, etc.):**

**Course Schedule Block for summer courses (see “Summer Standard Meeting Pattern” on CDE website):**

**Recommended maximum enrollment:**

**Requirement fulfilled (choose one): Core/Elective/General Education/Sustainability**

**Potential for Cross-College listing. If so, target audience and program (i.e. Nursing, Psychology, etc):**

**Instructor’s Name (include CV for new instructor to CESS):**

Send completed form and supporting documentation to Department Chairperson or Program Coordinator. Upon review, a decision will be made if to recommend to the Chairperson. If recommended to the Chairperson, further development of the course may be needed. The Chairperson provides the final decision and will provide the course information to Administrative Support and instructor information to the Department Business Manager.

Coordinator and Chairperson Review:

Coordinator and/or Program Committee:

Chairperson: