School of Liberal Arts

Variable Subtitle Request Form

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Department:

Fixed Course Number and Title:

Variable Subtitle Requested:

Semester to be offered: Credit Hours:

If this is an undergraduate course, approved for graduate credit?

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Anticipated Instructor (name):

\_\_\_\_\_\_ Regular Instructor \_\_\_\_\_\_ Part-time Instructor \_\_\_\_\_\_ Visiting Instructor

If visiting instructor or part-time instructor, indicate highest degree:

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Explain briefly why this course is being offered as a Variable Subtitle Course rather than a permanent course in the department’s curriculum. Also provide the projected or estimated frequency of the offering.

Overlap: Please identify the courses with which it overlaps, explain why the overlap is justified, and the results of consultations with affected departments. (Copies of emails/ memos should be attached).

Syllabus: Attach a syllabus. The syllabus should contain (a) clearly stated objectives, (b) a detailed description

of topics with assigned readings, and (c) requirements, including number of tests, length and type of paper, if

assigned, and weight for each in determining final grades.

[Syllabus guidelines.](hhttp://liberalarts.iupui.edu/_Assets/uploads/docs/Syllabus_Guidelines.pdf)

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Department/ Program Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, SLA Curriculum Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, School of Liberal Arts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_