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.

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

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

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