

# CAPA Course Proposal Instructions for a Graduate-Level Course with a Lab or Discussion Group

**Owning Course Prefix:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Crosslisted Prefix** *(if applicable)*: \_\_\_\_\_

**Course Title:**

\_\_\_\_\_

**Athena Title** *(limited to 30 characters, including spaces)*:

\_\_\_\_\_

**Non-Credit Lab or Discussion Group Title** *(limited to 30 characters, including spaces)*:

\_\_\_\_\_

**Course Description** *(must be 50 words or less)*:

**Grading System:**

\_\_\_\_\_ A-F (Traditional)

\_\_\_\_\_ S/U (Satisfactory/Unsatisfactory)

\_\_\_\_\_ A/S (A-F or S/U): *(For graduate-level courses only. If this option is selected, justification for the need for this grading system and when A-F or S/U will be used must be provided.)*

**Credit Hours and Lecture/Lab/Discussion Hours:**

	Fixed	or	Variable
Credit Hours	_____		_____
Lecture hours per week	_____	or	_____
Hours in lab per week	_____	or	_____
Hours in discussion group per week	_____	or	_____

**Non-Traditional Format** *(if applicable):***Repeat Policy:**

\_\_\_\_\_ Course cannot be repeated for credit

\_\_\_\_\_ Course can be repeated for credit – maximum credit allowed \_\_\_\_\_ hours

**Equivalent Courses** *(if applicable):*

\_\_\_\_\_

**Required Prerequisites** *(if applicable, courses numbered 3000-5999 must include a prerequisite):*

\_\_\_\_\_

**Prerequisite or Corequisite Courses** *(if applicable):*

\_\_\_\_\_

**Corequisite Courses** *(if applicable):*

\_\_\_\_\_

**Primary Delivery Mechanism** *(select only one):*

_____ Lecture	_____ Practicum	_____ Thesis/Dissertation
_____ Seminar	_____ Directed Study	_____ Supervised Laboratory
_____ Internship	_____ Student Teaching	_____ Unsupervised Laboratory

**Course Will Be Offered:**

Every Year                      \_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer                      \_\_\_\_\_ Unknown

Every Even-Numbered Year                      \_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer                      \_\_\_\_\_ Unknown

Every Off-Numbered Year                      \_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer                      \_\_\_\_\_ Unknown

\_\_\_\_\_ Scheduling for this course has not yet been determined

\_\_\_\_\_ Course will not be offered on a regular basis

**Student Learning Outcomes (SLO):**

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

SLO: \_\_\_\_\_

**Topical Outline (TO):**

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

TO: \_\_\_\_\_

**University Honor Code and Academic Honesty Policy** *(if applicable):*

**Originator of Request:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Comments:**

*Any comments you wish to include may be entered in the box below. Any comments entered in this box will be visible by anyone who views the course in CAPA Browse. These comments will not be included with the posted course information once the course is approved.*

**Save or Submit** *(one of the following must be selected):*

\_\_\_\_\_ Temporary Save

\_\_\_\_\_ Submit to Department Staff

\_\_\_\_\_ Submit to Department Head