Boston University
Wheelock College of Education and Human Development
Course Proposal Form
*Use this form for proposing new courses that will **<u>not</u>** carry Hub units.*

Date:

Proposer:

email:

Program:

Department:

Course number: For a list of course numbers currently in use, please contact the Wheelock Office of Data & Enrollment Management. A course number may not be reassigned to another course having different content until at least five years after the previous course was taught.

Format: SED XX XXX

Course title: Clear descriptive title

Short title: Appears in on the Student/Faculty Link, 25Live, and student transcripts. Must be no more than 15 characters maximum, including spaces.

Course description: Appears in the bulletin. No more than 40 words. Also include prerequisites, if any here. Prerequisites do not count towards the word count.

Credits: Please specify, 0, 1, 2, 3, 4, etc., or variable

Repeatable: Can this course be repeated for credit
    Yes

    No

Semester first offered

    Fall

    Spring

    Summer 1

    Summer 2

Year when course will be first offered

Year Offer Pattern:

Instruction type: Check all that apply

    IND - Independent (standard course without Discussion or Experience sections)

    LEC - Lecture (main, credit bearing component of a course with separate Discussion or Experience sections that meet at different times)

    DIS - Discussion (zero credit section of a LEC+DIS course that meets at a different time or day than LEC component)

    EXP - Experience (zero credit section of a LEC+EXP course that meets at a different time or day than LEC component)

Course location Check all that apply

    On campus

    Off campus

    Online

    Abroad

Student Audience: Check all that apply

    Majors

    WCEHD matriculated students

    BU matriculated students

    Non-matriculated students

Is this course a core requirement for a program or an elective?

    Core requirement - specify program

    Elective

Rationale for adding this course:

Signatures

Program Director approval   Date

Department Chair approval   Date

AAC Chair approval   Date