

LAWRENCE UNIVERSITY  
**PROPOSAL FOR THE CREATION OF A NEW PAIRED COURSE**

For new departmental courses, department chairs should submit this form. For a new non-departmental course, an individual faculty member should submit this form, but the signature of that individual's department chair should be on the form. The completed form is to be submitted to the Committee on Instruction c/o the Associate Dean of the Faculty. If any question is not applicable to this course, please answer "NA." **PAIRED courses** allow students to enroll at two different levels, the **BASIC** level, and the **ADVANCED** level, each with its own course number. Since there is an assumption of significant overlap of course material covered at both levels, students can choose to take either the basic course or the advanced course, but cannot receive credit for taking both.

<b>Sponsoring Department/Program:</b>		<b>Date:</b>	
<b>Subject, Number, and Title of Course (provide BOTH numbers, e.g., UNIC 370 / UNIC 550):</b>			
<b>Preferred 30-character title of course (will appear on institutional reports and student transcripts):</b>			
<b>Name of Instructor (if this is a "generic course" to be offered by various instructors, use "Staff"):</b>			
<b>Credit Value</b> (complete <i>one</i> of the boxes to the right):	<i>Standard units</i> units= _____	<i>Choice of units</i> _____ Units OR/TO _____ Units	<i>Variable units</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Schedule Type</b> (please see <a href="http://www.lawrence.edu/dept/registrar/schedtype.shtml">http://www.lawrence.edu/dept/registrar/schedtype.shtml</a> for list):			
<b>Grading Mode</b> (choose one): <input type="checkbox"/> Standard A-F <b>OR</b> <input type="checkbox"/> S/U only			
<b>If class sessions must be scheduled outside the standard class periods (e.g., studios in the arts), please explain the nature and duration of the additional sessions:</b>			
<b>Catalog description</b> of the BASIC-level course (up to 50 words; <b>this is NOT a draft</b> , your description will be printed in the catalogue <b>as is</b> ):  <i>The BASIC section description in the catalogue will say "NOT OPEN TO STUDENTS WHO HAVE PREVIOUSLY RECEIVED, OR NEED TO RECEIVE CREDIT FOR x" where x is the number of the ADVANCED-level paired course</i>			
<b>Catalog description</b> of the ADVANCED-level course, highlighting the <u>essential differences</u> in BOTH material coverage and, if applicable, amount of additional class meeting time specific only to the <u>ADVANCED</u> section of the course (up to 50 words; <b>this is NOT a draft</b> , your description will be printed in the catalogue <b>as is</b> ):  <i>The ADVANCED section description in the catalogue will say "NOT OPEN TO STUDENTS WHO HAVE PREVIOUSLY RECEIVED CREDIT FOR y", where y is the number of the BASIC-level paired course.</i>			
<b>Beyond the catalog description, what is the purpose of the course? How will it contribute to the educational mission of the university? What should students expect to achieve? And, generally, how will the course be taught (as a seminar, lecture/discussion, lecture, research, laboratory, studio, etc.)?</b>			
<b>Will this course be offered at a campus other than or in addition to Appleton? (e.g. London)</b>			
<b>Year and term first offered?</b>		<b>Frequency of offering thereafter?</b>	
<b>Will an enrollment limit be proposed for this course? (<i>NOTE: Requests concerning enrollment limits must be directed to and approved by the Provost</i>). What will be requested and why is it appropriate? Please list <u>separate</u> limits for the BASIC and ADVANCED section</b>			

What types of students is the course designed to serve?

Advanced majors Majors Non-majors First-year students All students Other \_\_\_\_\_

Is the course an  introductory, intermediate, or advanced course?

Will it BE a prerequisite for other courses?  YES  NO

List any prerequisites REQUIRED to take the BASIC level course.(Ex. previous courses, instructor's approval, majors only, sophomore, or junior, or senior standing? etc.):

List any prerequisites REQUIRED to take the ADVANCED level course (if different from above):

Will all students completing majors in the sponsoring department be required to take this course?  YES  NO

Will all students completing minors in the sponsoring department be required to take this course?  YES  NO

Will the course replace a course or courses already offered?

YES this course will replace

NO but the following course(s) will be taught less frequently

NO because of extra staffing this is an addition that does not require a course replacement or a reduction in frequency of offerings.

Will the course fulfill one of the DIVERSITY requirements? Please indicate below.

Will **always** fulfill the requirement below, regardless of instructor.

Global diversity  Dimensions of diversity

May fulfill the requirement below, depending on the instructor. **An additional proposal form** (available on the Instruction Committee webpage) **should be submitted with this course proposal form.**

Global diversity  Dimensions of diversity

Please indicate which COMPETENCY requirement, if any, you will propose the course fulfill.

Writing intensive\* Speaking intensive\* Quantitative analysis\* B.A.foreign language B.Mus.foreign language

\*An additional proposal form (available on the Instruction Committee webpage) should be submitted with this course proposal form

Will this course contribute to an Interdisciplinary Area? If so, which one:

\_\_\_\_\_  
Chair of IA program

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If this course will be cross-listed by another department/program, please indicate the subject and number of the cross-listing: Subject- \_\_\_\_\_ Course Number- \_\_\_\_\_

\_\_\_\_\_  
Chair of cross-listing department/program Signature

\_\_\_\_\_  
Date

Chair of sponsoring department/program

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sponsoring instructor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date