FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

• In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
• You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

Course Form (ARBC)
Course Form (CHNS)
Course Form (JPNS)
Course Form (HNDI)

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:
   [Signature]
   Date: 12/3/15

2. Signature of Academic Dean:
   [Signature]
   Date: 12/3/15

3. Signature of Provost:
   [Signature]
   Date: 2/18/16

4. Signature of Business Affairs (only for course fees):
   [Signature]
   Date: ____________________
   □ fee approved on ____________
   □ BOT approval pending

5. Signature of Curriculum Committee Chair:
   [Signature]
   Date: ____________________

6. Signature of Budget Committee Chair (only for new programs):
   [Signature]
   Date: ____________________

7. Signature of Academic Planning Committee Chair (only for new programs):
   [Signature]
   Date: ____________________

8. Signature of Faculty Senate Secretary:
   [Signature]
   Date: ____________________

Date Approved by Faculty Senate: ____________________

12-04-15 03:19 RCVD
December 3, 2015

Per a recommendation by the Office of the Registrar, I am requesting the creation of a zero-credit discussion (D) course as a co-requisite for all Asian language (Arabic, Chinese, Japanese, and Hindi). The creation of such course is purely technical and has no bearing on the core of the regular four-credit hour courses to which it is attached. The course sequel covers the 101’s through the 202’s courses in all four languages. I am submitting one course form for each language after securing the approval of the Chairperson of the Faculty Curriculum committee. The list of forms include Course Form (ARBC), Course Form (CHNS), Course Form (HNDI), and Course Form (JPNS).

Thank you,

Yours truly,

Ghazi Abuhakema
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Ghazi M Abuhakema Phone: 953-3988 Email: abuhakemag@cofc.edu

Department or Program: ASST School: LCWA

Subject Acronym and Course Number: ARBC 101D, ARBC 102D, ARBC 201D, ARBC 202D

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- [ ] Add a New Course (complete parts C, D, F, G, H, I, J)
- [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
  - [ ] Course Number (you must submit a course deactivation request for the old course number)
  - [ ] Course Name
  - [ ] Course Description
  - [ ] Credit/Contact Hours
  - [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- [ ] Deactivate an Existing Course (complete parts C, D, E, G, I, J)
- [ ] Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

This form is to request the creation of a zero credit discussion (D) course as co-requisite for each of the following four-credit hour courses (ARBC 101, ARBC 102, ARBC 201, and ARBC 202). The creation of such a course would allow for students to choose course sections associated with the main course that would accommodate their schedule without the Academic Departmental stress of time conflicts and fire code violations, while ensuring that all information in the Banner System is accurate and transparent. The College of Charleston is legally responsible for all students enrolled, and not having this information displayed accurately in the system makes the College liable. Student schedules must be reflected accurately so that Public Safety will be able to access the student’s schedule should an emergency arise.

The creation of these D courses entails that the four credit hours retain the acronym and title. The new course hour will be marked by the addition of the letter D after the course numbers, but it will have zero credit. Course description will remain the same. Therefore:

ARBC 101D will be co-requisite for ARBC 101
ARBC 102D will be co-requisite for ARBC 101
ARBC 201D will be co-requisite for ARBC 201

This form was last updated on 12/13/13 and replaces all others.
ARBC 202D will be co-requisite for ARBC 202

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well as other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

The creation of these zero-credit courses will make it easier for students to register for their courses as they are able to make decisions that fit their schedules. The program of ASST will have fewer time conflict situations that the forth hour creates when locked with the course remaining three credit hours, as is the case now.

E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:
Credit hours: ____________________ lecture _ lab _ seminar _ independent study
Contact hours: ____________________ lecture _ lab _ seminar _ independent study
Course title:
Course description (maximum 50 words, exactly as it appears in the catalog):
No change is requested
Restrictions (pre-requisites, co-requisites, majors only, etc.): This is a sequence where a lower course is a pre-requisite to the next higher course.
Cross-listing, if any:
Is this course repeatable? □ yes ☑ no If yes, how many total credit hours may the student earn? ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Book 201D, 202D

Department: ASST School: LCWA Subject Acronym: ARBC Course Number: 101D, 102D,
Credit hours: _0_ lecture _ lab _ seminar _ independent study
Contact hours: _1_ lecture _ lab _ seminar _ independent study
Course title:
Course description (maximum 50 words, exactly as it appears in the catalog):
ARBC 101D: A discussion zero-credit course to accompany ARBC 101.
ARBC 102D: A discussion zero-credit course to accompany ARBC 102.
ARBC 201D: A discussion zero-credit course to accompany ARBC 201.
ARBC 202D: A discussion zero-credit course to accompany ARBC 202.

This form was last updated on 12/13/13 and replaces all others.
Restrictions (pre-requisites, co-requisites, majors only, etc.):

ARBC 101D Corequisite ARBC 101
ARBC 102D Corequisite ARBC 102
ARBC 201D Corequisite ARBC 201
ARBC 202D Corequisite ARBC 202

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes ☒ no
If so, which course? ________________

If equivalent, will the newly-created course replace the existing course? □ yes □ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): ___N/A________
Note: Cross-listed courses are equivalent.

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? □ yes ☒ no What is the fee? $______
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

N/A

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

The creation of these courses is technical and will not impact the student learning outcomes and the assessment method of the core courses to which these newly-created courses are attached.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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<td>What will students know and be able to do when they complete the course?</td>
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<td>3.</td>
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</tr>
<tr>
<td>4.</td>
<td></td>
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This form was last updated on 12/13/13 and replaces all others.
How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

1. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.
   Name: Ghazi M Abuhakema  Phone: 953-3988  Email: abuhakemag@cofc.edu
   Department or Program: ASST  School: LCWA
   Subject Acronym and Course Number: CHNS 101D, CHNS 102D, CHNS 201D, CHNS 202D
   Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.
   - [x] Add a New Course (complete parts C, D, F, G, H, I, J)
   - [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
     - [ ] Course Number (you must submit a course deactivation request for the old course number)
     - [ ] Course Name
     - [ ] Course Description
     - [ ] Credit/Contact Hours
     - [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
   - [ ] Deactivate an Existing Course (complete parts C, D, E, G, I, J)
   - [ ] Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.
   This form is to request the creation of a zero credit discussion (D) course as co-requisite for each of the following four-credit hour courses (CHNS 101, CHNS 102, CHNS 201, and CHNS 202). The creation of such course would allow for students to choose course sections associated with the main course that would accommodate their schedule without the Academic Departmental stress of time conflicts and fire code violations, while ensuring that all information in the Banner System is accurate and transparent. The College of Charleston is legally responsible for all students enrolled, and not having this information displayed accurately in the system makes the College liable. Student schedules must be reflected accurately so that Public Safety will be able to access the student’s schedule should an emergency arise.

   The creation of these D courses entails that the four credit hours retain the acronym and title. The new course hour will be marked by the addition of the letter D after the course numbers, but it will have zero credit. Course description will remain the same. Therefore:

   CHNS 101D will be co-requisite for CHNS 101
   CHNS 102D will be co-requisite for CHNS 101
   CHNS 201D will be co-requisite for CHNS 201
CHNS 202D will be co-requisite for CHNS 202

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

The creation of these zero-credit courses will make it easier for students to register for their courses as they are able to make decisions that fit their schedules. The program of ASST will have fewer time conflict situations that the fourth hour creates when locked with the course remaining three credit hours, as is the case now.

E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:
Credit hours: lecture lab seminar independent study
Contact hours: lecture lab seminar independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

No change is requested

Restrictions (pre-requisites, co-requisites, majors only, etc.): This is a sequence where a lower course is a pre-requisite to the next higher course.

Cross-listing, if any:

Is this course repeatable? yes no If yes, how many total credit hours may the student earn? 

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: ASST School: LCWA Subject Acronym: CHNS Course Number: 101D, 102D, 201D, 202D
Credit hours: lecture lab seminar independent study
Contact hours: lecture lab seminar independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

CHNS 101D: A discussion zero-credit course to accompany CHNS 101.
CHNS 102D: A discussion zero-credit course to accompany CHNS 102.
CHNS 201D: A discussion zero-credit course to accompany CHNS 201.
CHNS 202D: A discussion zero-credit course to accompany CHNS 202.

This form was last updated on 12/13/13 and replaces all others.
Restrictions (pre-requisites, co-requisites, majors only, etc.):

CHNS 101D Corequisite CHNS 101
CHNS 102D Corequisite CHNS 102
CHNS 201D Corequisite CHNS 201
CHNS 202D Corequisite CHNS 202

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ___________

If equivalent, will the newly-created course replace the existing course? ☐ yes ☐ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): ____N/A_________
Note: Cross-listed courses are equivalent.

Is this course repeatable? ☐ yes ☐ no  If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ no  What is the fee? $_____
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

N/A

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

The creation of these courses is technical and will not impact the student learning outcomes and the assessment method of the core courses to which these newly-created courses are attached.

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I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☑ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Ghazi M Abuhakema    Phone: 953-3988    Email: abuhakemag@cofc.edu

Department or Program: ASST    School: LCWA

Subject Acronym and Course Number: JPNS 101D, JPNS 102D, JPNS 201D, JPNS 202D

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- Add a New Course (complete parts C, D, F, G, H, I, J)
- Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
  - Course Number (you must submit a course deactivation request for the old course number)
  - Course Name
  - Course Description
  - Credit/Contact Hours
  - Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- Deactivate an Existing Course (complete parts C, D, E, G, I, J)
- Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

This form is to request the creation of a zero credit discussion (D) course as co-requisite for each of the following four-credit hour courses (JPNS 101, JPNS 102, JPNS 201, and JPNS 202). The creation of such course would allow for students to choose course sections associated with the main course that would accommodate their schedule without the Academic Departmental stress of time conflicts and fire code violations, while ensuring that all information in the Banner System is accurate and transparent. The College of Charleston is legally responsible for all students enrolled, and not having this information displayed accurately in the system makes the College liable. Student schedules must be reflected accurately so that Public Safety will be able to access the student’s schedule should an emergency arise.

The creation of these D courses entails that the four credit hours retain the acronym and title. The new course hour will be marked by the addition of the letter D after the course numbers, but it will have zero credit. Course description will remain the same. Therefore:

JPNS 101D will be co-requisite for JPNS 101
JPNS 102D will be co-requisite for JPNS 101
JPNS 201D will be co-requisite for JPNS 201

This form was last updated on 12/13/13 and replaces all others.
JPNS 202D will be co-requisite for JPNS 202

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

The creation of these zero-credit courses will make it easier for students to register for their courses as they are able to make decisions that fit their schedules. The program of ASST/JPNS will have fewer time conflict situations that the fourth hour creates when locked with the course remaining three credit hours, as is the case now.

E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

No change is requested

Restrictions (pre-requisites, co-requisites, majors only, etc.): This is a sequence where a lower course is a pre-requisite to the next higher course.

Cross-listing, if any:

Is this course repeatable? ☐ yes ☐ no If yes, how many total credit hours may the student earn? ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: ASST School: LCWA Subject Acronym: JPNS Course Number: 101D, 102D, 201D, 202D

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

JPNS 101D: A discussion zero-credit course to accompany JPNS 101.
JPNS 102D: A discussion zero-credit course to accompany JPNS 102.
JPNS 201D: A discussion zero-credit course to accompany JPNS 201.
JPNS 202D: A discussion zero-credit course to accompany JPNS 202.
Restrictions (pre-requisites, co-requisites, majors only, etc.):

JPNS 101D Corequisite JPNS 101
JPNS 102D Corequisite JPNS 102
JPNS 201D Corequisite JPNS 201
JPNS 202D Corequisite JPNS 202

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes ☒ no
If so, which course? ______________

If equivalent, will the newly-created course replace the existing course? □ yes □ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): ___N/A_________
Note: Cross-listed courses are equivalent.

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? □ yes ☒ no What is the fee? $______
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

N/A

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.
The creation of these courses is technical and will not impact the student learning outcomes and the assessment method of the core courses to which these newly-created courses are attached.

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This form was last updated on 12/13/13 and replaces all others.
How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

1. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? □ yes ☒ no

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FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
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A. CONTACT/COURSE INFORMATION.
Name: Ghazi M Abuhakema  
Phone: 953-3988  
Email: abuhakemag@cofc.edu

Department or Program: ASST  
School: LCWA

Subject Acronym and Course Number: HNDI 101D, HNDI 102D, HNDI 201D, HNDI 202D

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☒ Add a New Course (complete parts C, D, F, G, H, I, J)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
  ☐ Course Number (you must submit a course deactivation request for the old course number)
  ☐ Course Name
  ☐ Course Description
  ☐ Credit/Contact Hours
  ☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

This form is to request the creation of a zero credit discussion (D) course as co-requisite for each of the following four-credit hour courses (HNDI 101, HNDI 102, HNDI 201, and HNDI 202). The creation of such course would allow for students to choose course sections associated with the main course that would accommodate their schedule without the Academic Departmental stress of time conflicts and fire code violations, while ensuring that all information in the Banner System is accurate and transparent. The College of Charleston is legally responsible for all students enrolled, and not having this information displayed accurately in the system makes the College liable. Student schedules must be reflected accurately so that Public Safety will be able to access the student’s schedule should an emergency arise.

The creation of these D courses entails that the four credit hours retain the acronym and title. The new course hour will be marked by the addition of the letter D after the course numbers, but it will have zero credit. Course description will remain the same. Therefore:

HNDI 101D will be co-requisite for HNDI 101
HNDI 102D will be co-requisite for HNDI 101

This form was last updated on 12/13/13 and replaces all others.
HNDI 201D will be co-requisite for HNDI 201
HNDI 202D will be co-requisite for HNDI 202

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

The creation of these zero-credit courses will make it easier for students to register for their courses as they are able to make decisions that fit their schedules. The program of ASST will have fewer time conflict situations that the fourth hour creates when locked with the course remaining three credit hours, as is the case now.

E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:
Credit hours: _ lecture _ lab _ seminar _ independent study
Contact hours: _ lecture _ lab _ seminar _ independent study
Course title:
Course description (maximum 50 words, exactly as it appears in the catalog):
No change is requested
Restrictions (pre-requisites, co-requisites, majors only, etc.): This is a sequence where a lower course is a pre-requisite to the next higher course.
Cross-listing, if any:
Is this course repeatable! □ yes ☑ no If yes, how many total credit hours may the student earn? ____

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: School: Subject Acronym: Course Number: 101D, 102D, 201D, 202D
Credit hours: _0_ lecture _ lab _ seminar _ independent study
Contact hours: _1_ lecture _ lab _ seminar _ independent study
Course title:
Course description (maximum 50 words, exactly as it appears in the catalog):
HNDI 101D: A discussion zero-credit course to accompany HNDI 101.
HNDI 102D: A discussion zero-credit course to accompany HNDI 102.
HNDI 201D: A discussion zero-credit course to accompany HNDI 201.
HNDI 202D: A discussion zero-credit course to accompany HNDI 202.

This form was last updated on 12/13/13 and replaces all others.
Restrictions (pre-requisites, co-requisites, majors only, etc.):

HNDI 101D Corequisite HNDI 101
HNDI 102D Corequisite HNDI 102
HNDI 201D Corequisite HNDI 201
HNDI 202D Corequisite HNDI 202

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes ☒ no
If so, which course? ________________

If equivalent, will the newly-created course replace the existing course? □ yes □ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): ______N/A__________
Note: Cross-listed courses are equivalent.

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? □ yes ☒ no What is the fee? $_______
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

N/A

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

The creation of these courses is technical and will not impact the student learning outcomes and the assessment method of the core courses to which these newly-created courses are attached.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
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<tr>
<td>1.</td>
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How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? □ yes  □ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.

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