

# EXPERIMENTAL COURSE PROPOSAL

Course Title: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Course Numbering - Complete both A and B below

A. Course Prefix (e.g. Psych)	B. Course Number (check appropriate line below)
_____	1930 ____ Experimental Course (Freshman Level)
_____	2930 ____ Experimental Course (Sophomore Level )
_____	3930 ____ Experimental Course (Junior Level)
_____	4930 ____ Experimental Course (Senior Level)
_____	5930 ____ Experimental Course (Double Numbered Graduate Level)
_____	6930 ____ Experimental Course (Graduate Level)

Course credit: \_\_\_\_\_ semester hours

Semester to be offered: \_\_\_\_\_ If offered before, when? \_\_\_\_\_

Prerequisites:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicability to a major or other program (to ensure students get proper credit in DARS). For example, will the course substitute for an existing requirement, be usable as an elective, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course prospectus (include course student learning outcomes and listing of main topics to be covered):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Include a sample syllabus for the course.**

**Instructor Digital Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dept. Chair Digital Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean Digital Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grad Office Digital Signature:\*** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Academic Affairs Digital Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*only for graduate-level courses

Note: Once all digital signature have been obtained, Academic Affairs email this form along with the provided sample syllabus to [course.scheduling@bemidjistate.edu](mailto:course.scheduling@bemidjistate.edu)

To digitally sign this document:

- **If this is the first time you have used a digital ID with Adobe**
  - Click in the digital signature box,
  - The first time you click in the box it will prompt you to configure your digital ID
  - Click Create a new Digital ID and click continue
  - Save to file and continue
  - Add your name, etc as indicated and click continue
  - Add a password and click save (Note: you will use this password each time you digitally sign)
  - Choose the ID you created, click Sign and then save the signed form
  - Email the signed form and packet to next appropriate person as indicated on form.
- **Once you already have a digital ID created with Adobe**
  - Click the digital signature box, click your ID and continue
  - Enter your password previously created and click sign
  - Save the signed form
  - Email the signed form and entire packet to next appropriate person as indicated on form

Academic Affairs-09/2020