

EXPERIMENTAL COURSE PROPOSAL

Proposer Contact Name: _____ Phone Ext: _____

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 credits: _____ 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 signatures have been obtained, Academic Affairs will email this form along with the provided sample syllabus to 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-03/2022