

BE COURSE APPLICATION

College of Built Environments Curriculum Committee

NOTE: This form is for use internally within the College of Built Environments to propose a new course to be offered under the BE prefix. This includes special, one-time courses and/or a pilot version of a proposed course using the Special Topics title (298/498/598) as well as permanent new courses or changes to existing courses using the BE prefix. If the proposal is recommended to advance to formal review, open an application in the UW Curriculum Management System.

Lead Department	Date
Course Title	Credits

1. COURSE DETAILS

- ☐ Offered as BE 298
- ☐ Offered as BE 498
- ☐ Offered as BE 598
- ☐ Offered as BE _____
- ☐ Offered jointly with _____ (prefixes) _____ (numbers)
- ☐ Offered _____ Quarter _____ Year
- ☐ CR/NC grading OR ☐ Numerical grading

Instructor:	Rank:	Email:	Phone:
Instructor:	Rank:	Email:	Phone:

2. ATTACH COURSE SYLLABUS/OUTLINE AND READING LIST

3. JUSTIFICATION

Explain why this course is being proposed and its relationship to College and Departmental curricula. Explain how this course features significant breadth and multidisciplinary content such that it is not well suited to be offered within a specific department. If this special topics course is a pilot version of a proposed new permanent course, explain how offering a pilot version of the course will assist with refining the proposal for the new course. (Attach additional sheet if necessary.)

4. CREDITS AND HOURS

- a. Contact and outside hours: *1 credit represents a total time commitment of 3 hours per week of student effort.*

Contact hours per week		
Lecture _____	Laboratory _____	
Quiz section _____	Studio _____	
Seminar _____	Other* _____	
*Attach explanation and justification for "other" contact hours.		TOTAL WEEKLY CONTACT HOURS:
How many additional hours will a student be expected to spend each week in preparation for this course?		TOTAL WEEKLY OUTSIDE HOURS:
		TOTAL WEEKLY CONTACT AND OUTSIDE HOURS:

- c. How will students be evaluated for credit or grades? Provide specific information on assignments, projects, exams, etc. and relative % for each area.

5. STUDENTS

- a. Anticipated enrollment per quarter _____.
- b. Types of students expected (nonmatriculated students, undergraduate majors, undergraduate non-majors, graduate or professional students):
- c. Home majors/programs of students expected (list undeclared and/or named major/programs)

6. LEARNING OBJECTIVES

What are the primary learning objectives for the course?

7. RESOURCES

Will any new resources be required to offer this course? If so, what is the funding plan?

8. PARTICIPATING PROGRAMS AND DEPARTMENTS

List all programs, departments, schools, or colleges participating. Joint course applications require a signature from each unit.

Name of unit	Course prefix and number	Signature of chair/academic director

9. OTHER PROGRAMS, DEPARTMENTS, COLLEGES, OR SCHOOLS AFFECTED

If this course includes subject matter currently dealt with by any other University units (departments and/or programs), the originating department must circulate this application for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this application.

Name of unit	Signature of dean/chair/director	Recommend approval	Recommend rejection (attach explanation)	Date

10. RECOMMENDATION

Signature

Date

Chair/Director of submitting Department

__ Advance to Formal Review
 __ Reject (attach rationale)

Chair, CBE College Council

__ Advance to Formal Review
 __ Reject (attach rationale)

Chair, CBE Curriculum Committee

__ Advance to Formal Review
 __ Reject (attach rationale)