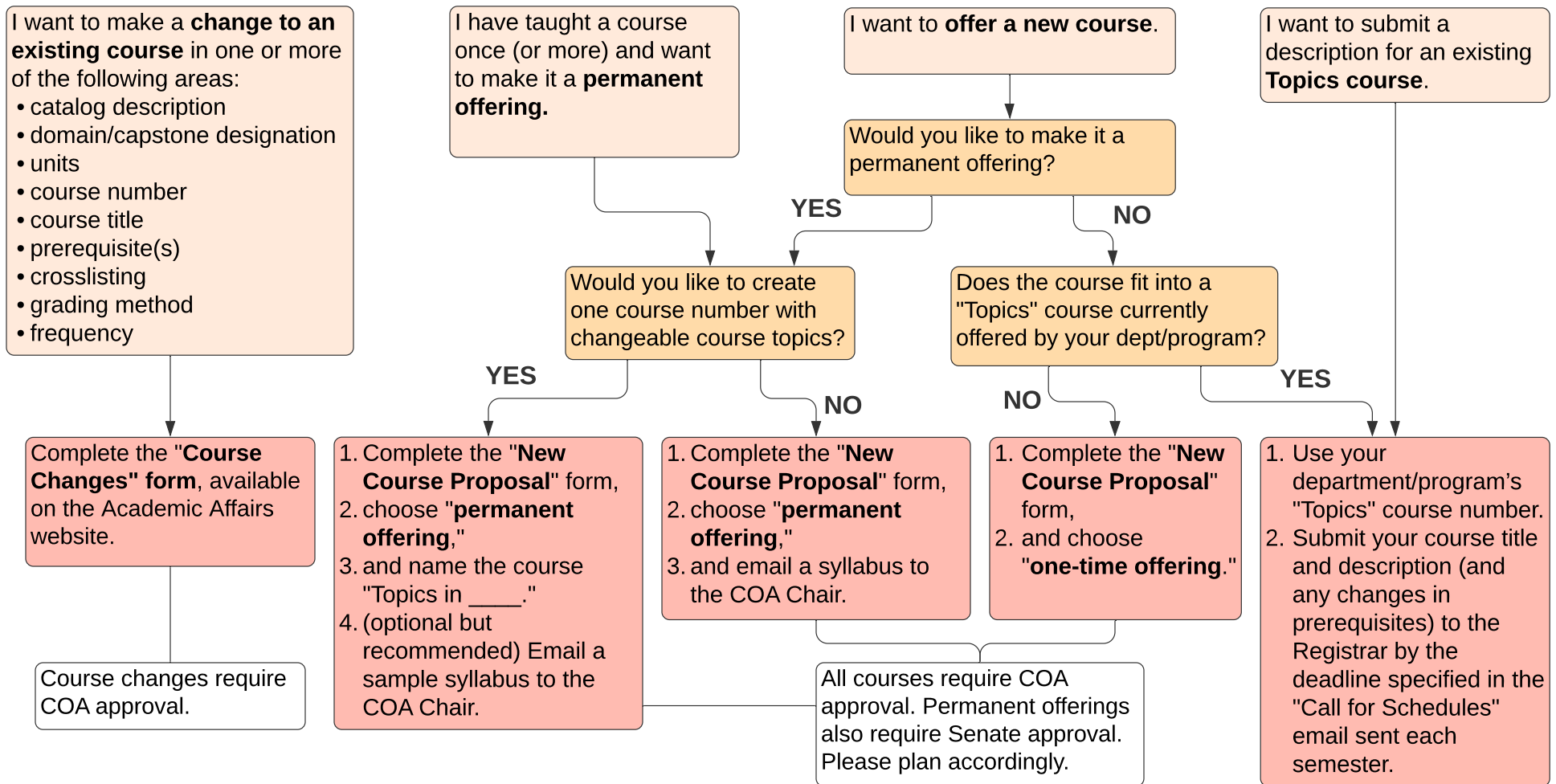


Which COA Form Should I Use?



General Notes from COA

Crosslisting: If a crosslist is absolutely necessary, the Registrar recommends that the course share the same course number across the crosslisting departments.

Course Number: Propose course number(s) that fit(s) in your department's or program's offerings. The Registrar and COA will confirm.

Syllabus: Please include:

- Learning goals
- Required texts
- Types of assessments/ assignments and their contributions to the final grade

Course Description: Catalog descriptions should be written in the third-person plural and present tense (e.g. "Students develop....")

Topics Course
Definition: one that may be taken more than once for credit when the topic is different. Labeled as a "Topics course" in the course catalog.