

All requests must be typed legibly. Before completing this form, please refer to "Requirements for Titles and Descriptions of Courses," available at <http://www.vanderbilt.edu/cas/facultyinfo>.

CC LOG # _____

DATE RECEIVED _____

APPROVALS: CC _____

FC _____ FACULTY _____

FIRST YEAR WRITING SEMINAR COURSE APPROVAL FORM

ARTS & SCIENCE CURRICULUM COMMITTEE

Department _____

Signature of Chair _____ Date _____

Subject Area _____ Course Number _____

Course Title _____

Instructor _____

Semester first to be offered _____

Course Addition

Course Description Change

Course Deletion

Please attach a syllabus for the proposed course to this form.

For Deletion or Change of an existing First Year Writing Seminar, provide the most recent description of the course from the First Year Writing Seminars booklet:

For Addition or Change of a First Year Writing Seminar, provide the proposed description for the First Year Writing Seminars booklet, including term(s) offered and instructor(s):

1. Give reasons for the proposed addition or change:

2. In which A.X.L.E. distribution category should the proposed course be placed?
 - HCA Humanities and the Creative Arts
 - INT International Cultures
 - US History and Culture of the United States
 - MNS Mathematics and Natural Sciences
 - SBS Social and Behavioral Sciences
 - P Perspectives
 - None

3. Is the course similar to any other course offered at Vanderbilt? If so, specify the similarities and differences.

4. Is this course so similar to a current or former course that it should be available for "NO Credit" or "Repeat Credit" to students who have previously completed one of these courses? ("Repeat Credit" is appropriate if there is substantial overlap. See pp. 128 of the *2004-2005 Undergraduate Catalog*.)

5. Please describe the grading procedures for the course. As required by faculty legislation, the committee must have the appropriate dates (or a statement such as "every week") graded work will be returned to students. The nature of the work, and the percentage of the course grade allocated to each assignment should be included. (Writing requirements for First Year Writing Seminars are available at <http://www.vanderbilt.edu/cas/axle/WritingRequirement>.)

6. Approximately 30% of the final course grade should be known to the student by the end of the seventh week of the semester. Does your syllabus ensure that this will happen?

More copies of this form are available at <http://www.vanderbilt.edu/cas/facultyinfo>.

When completed, please send this form to Patti Landers, 311 Kirkland Hall.

Jan/05