# Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** Provost  
   **Department:** Office of International Programs (Auburn Abroad and Exchange Programs)

2. **Course Prefix and Number:** UNIV 3000  
   **Effective Term:** 201220

3. **Course Title:** Auburn Exchange_Undergraduate  
   **Abbreviated Title (30 characters or less):** Auburn Exchange_UG

4. **Requested Action:**  
   - [ ] Renumber a Course  
   - [ ] Add a Course  
   - [ ] Revise a Course

5. **Contact/Group Hours**
<table>
<thead>
<tr>
<th>Maximum Hours (Repeatability):</th>
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6. **Course Credit:**
<table>
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<tr>
<th>Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Placeholder</td>
<td>12</td>
<td></td>
<td></td>
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7. **Grading Type:**  
   - [ ] Regular (ABCDF)  
   - [ ] Satisfactory/Unsatisfactory (S/U)  
   - [ ] Audit

8. **Prerequisites/Corequisites:**  
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.

9. **Restrictions:**  
   - [ ] College  
   - [ ] Major  
   - [ ] Standing  
   - [ ] Degree

10. **Course Description:**
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Full time 12 Hour placeholder course for Undergraduate Exchange Students.

11. **May Count Either:**
    - [ ] Program Type
    - [ ] Program Title
    - [ ] Requirement or Elective?

12. **Affected Program(s):**
    (Respond "NA" if not included in any program; attach memorandum if more space is required)

13. **Overlapping or Duplication of Other Units' Offerings:**
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)  
   - [ ] Applicable  
   - [ ] Not Applicable
14. Justification:  
The AU Exchange Program requires that the Office of International Programs enrolls outgoing AU Exchange students in a full time placeholder course with cost equal to 12 hours of tuition, based on residency. Students must meet individual Exchange Program requirements and successfully complete an on-line study abroad/exchange application prior to departure.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:  
NA

(Implicit whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e. Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "N/A Applicable")

16. Student Learning Outcomes:  
Students will be awarded AU credit for courses they successfully complete at the Exchange University abroad as evidenced by a transcript from the Exchange University.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:  
NA

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:  
NA

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:  
Students must adhere to rules and regulations of courses taken at Exchange University abroad.

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit:  
NA

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

**POLICY STATEMENTS**

**Attendance:** Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

**Excused Absences:** Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoenas for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absence, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

**Make-Up Policy:** Arrangement to make up a missed major examination (e.g.: hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absences. Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

**Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

**Disability Accommodations:** Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2998 (VTT).
October 26, 2011

From: Deborah Weiss, Assistant Director, Auburn Abroad

Through: Andrew Gillespie, Assistant Provost for International Programs

To: Constance Relihan, Associate Provost for Undergraduate Studies.

Re: Request for approval of Proposed Courses- “Exchange Course-Undergraduate”

Please review and approve the attached course proposal for new Auburn University course. This course proposal has been approved by Dr. Andy Gillespie, signature form attached.

UNIV3000:

This proposed course is titled “Auburn Exchange- Undergraduate” and is the Full Time Placeholder Course for undergraduate students going on Exchange Programs abroad with approved Exchange partners (universities). The proposed course carries the cost of tuition for 12 course hours, depending on the student’s residency status. This course and the tuition cost attached to it will be part of the new 1:1 Exchange program developed by the Office of International Programs and currently being utilized by departments across campus as they develop linkages with similar university departments abroad.

Background:

Outgoing Exchange students will be enrolled in this course and charged home university (Auburn) tuition. They will attend the host (abroad) exchange university and enroll in classes abroad without paying additional tuition fees. Incoming exchange students will utilize the tuition paid by the outgoing Auburn student to take courses at Auburn without paying additional tuition at Auburn since they already paid tuition at their home university. Enrolling outgoing Auburn students in the proposed exchange course will insure that costs are accurately charged on our side.

This approval process is required before a course can be added to Banner. The BaSIS committee recommended the UNIV course # listed above. The course would be housed in the Office of International Programs and the staff of Auburn Abroad (within OIP) would enroll applicable students in this course.

Should you have any questions regarding this proposed course, please feel free to contact me at (4-5007) in the Office of International Programs.

Please have someone notify me after you have signed it and I will be happy to pick it up.

Thank you,
Deborah