200/400 – SEMINAR REQUEST  
Extended University, Office of Continuing Education

Rubric/Course # 200 OR 400
(circle one)

Title ____________________________________________

Course Dates ______________ Meeting Days & Times ________________________________

If course work is due after actual class dates, indicate due date _______________________

Location __________________________ No. of Credits ______ 1 ______  □ Pass/Fail   OR   □ Graded

Method of Delivery: □ Face-to-Face   □ Web-Based   □ Video Conference   □ Combination (please describe)

Instructor _________________________ MSU Faculty? □ Yes □ No (if no, please attach vita/resume and indicate an MSU faculty member who will serve as a liaison: ____________________________ )

Will course expenses be □ supported by student fees (self-supporting)   OR   □ fully sponsored? If sponsored, by whom (e.g., departmental funds, grant funds, etc.)? ____________________________

REQUIRED DOCUMENTATION FOR REVIEW OF 200/400 COURSES
Please attach a separate sheet to this form with responses to the following questions.

A. Course Description
   1. What are the special goals or purposes of the course?
   2. Provide a course syllabus containing all major topics to be covered.
   3. Attach a reading list if one is to be used.

B. Level of Offering
   1. Has the course been offered previously? If so, when and under what number?
   2. What are the prerequisites for this course? (Courses at the 400 level must have at least one or two lower-level undergraduate courses as prerequisites.)
   3. Does the course represent an upgraded version of a 100- or 200-level course? If so, how has the course been changed to justify offering it at the upper division level?
C. Relationship to Other Courses, Curricula and Departments
   1. Does this course build on or interrelate with other courses in your curriculum or related curricula? If so, which ones?
   2. Does this course replace one or more courses that will not be offered? If so, which ones?
   3. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department? If so, how do the coverage and education experiences differ, and why is this duplication or reiteration necessary?
   4. What liaison has been conducted with other departments? State reactions, both favorable and unfavorable.

D. Students Served
   1. Who or what group is this course particularly designed to serve?
   2. What is the anticipated course enrollment?

E. Resources
   1. Are department financial resources sufficient for offering this course?
   2. What is the instructor’s background for offering this course?
   3. To what extent has the adequacy of library holdings pertinent to this course been examined?

F. Other Supporting Material
   Offerers may include any additional information they feel is needed to support their request.

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Please return this form with completed paperwork to Janine Hansen
Extended University, Office of Continuing Education,
204 Culbertson Hall, Bozeman, MT 59717-2200