# Bilkent University – New Course Form

(This form is used to initiate the creation of a new course. Please do not use this form to request a modification in course attributes.)

<table>
<thead>
<tr>
<th>Faculty / School</th>
<th>Department</th>
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**Course Code**

Dept. code and course code

Is this a double-code* course? □ Yes □ No

If Yes, course code of the other course:

* one course with two different codes, e.g. grad/undergrad versions of the course

**Course Name**

maximum 100 characters

English:

Turkish:

**ECTS Credits**: ** Please submit a student workload document

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Number of hours per week

Lecture hours:

Lab. / Studio / Other hours:

Does this course require a classroom □ Yes □ No

Will this course have a scheduled final exam? □ Yes □ No

**Prerequisites**

Course Description

Please provide the course description on a separate sheet and submit an electronic copy to the Provost Office.

Syllabus

Please provide the course syllabus on a separate sheet.

**Course Type**

□ Lecture □ Studio □ Laboratory □ Project / Senior Project □ Independent Study

□ Seminar (where students are attendees) □ Seminar (where students are presenters)

□ Industrial / Summer Training □ Thesis / Dissertation

Please list all the programs for which this course will be in the curriculum:

- Will be a required course in the curriculum:

- Will be an elective course in the elective pool of the curriculum:

  please specify the program and the specific elective pool(s)

Are there any courses that are similar in content and level in the university? □ Yes □ No

If Yes, which course and in which department:

Reasons for creating this course:

Textbook and other teaching materials:

Instructors expected to teach this course:

Semester of first offering:

Expected enrolment for each offering:

Frequency of offerings (please check all semesters that the course is to be offered)

□ Fall □ Spring □ Summer □ Alternate Years

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<tr>
<th>Department Chair</th>
<th>Date</th>
<th>Dean / School Director</th>
<th>Date</th>
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Is this a graduate level course? □ Yes □ No

If Yes, Graduate School approval is required:

Graduate School Director (when applicable) Date

Office of the Provost Approval Date Notes

Vice-Rector for Student Affairs Approval Date Notes

Office of the Registrar Date Notes