



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.)

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|---|---|---|--|
| Faculty / School | | Department | |
| Course Code <i>Dept. code and course code</i> | | Is this a double-code* course ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , course code of the other course: <i>* one course with two different codes, e.g. grad/undergrad versions of the course</i> | |
| Course Name <i>maximum 100 characters</i> | English: | | |
| | Turkish: | | |
| Bilkent Credits : | Number of hours per week | Does this course require a classroom | Will this course have a scheduled final exam? |
| ECTS Credits ** : | Lecture hours : | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>** Please submit a student workload document</i> | Lab. / Studio / Other hours : | | |
| Prerequisites | | | |
| Course Description | <i>Please provide the course description on a <u>separate sheet</u> and submit an <u>electronic copy</u> to the Provost Office.</i> | | |
| Syllabus | <i>Please provide the course syllabus on a <u>separate sheet</u>.</i> | | |
| Course Type | <input type="checkbox"/> Lecture <input type="checkbox"/> Studio <input type="checkbox"/> Laboratory <input type="checkbox"/> Project / Senior Project <input type="checkbox"/> Independent Study <input type="checkbox"/> Seminar (where students are attendees) <input type="checkbox"/> Seminar (where students are presenters) <input type="checkbox"/> Industrial / Summer Training <input type="checkbox"/> 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: <i>please specify the program <u>and</u> the specific elective pool(s)</i> | | | |
| Are there any courses that are similar in content and level in the university? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>(please check all semesters that the course is to be offered)</i> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Alternate Years | | | |
| Department Chair | Date | Dean / School Director | Date |
| Is this a graduate level course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, Graduate School approval is required:</i> | | Graduate School Director <i>(when applicable)</i> | Date |
| Office of the Provost Approval | Date | Notes | |
| Vice-Rector for Student Affairs Approval | Date | Notes | |
| Office of the Registrar | Date | Notes | |