



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.)

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 : ECTS Credits ** : <i>** Please submit a student workload document</i>	Number of hours per week Online/Hybrid Lecture Hours : Face to Face Lecture Hours: Online Lab/Studio Hours: Face to Face Lab/Studio Hours : Recitation Hours:	Does this course require a classroom <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this course have a scheduled final exam? <input type="checkbox"/> Yes <input type="checkbox"/> No
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	