



Alabama Community College System

Standardized Course Submission Guidelines

01-01-2019

Please complete the following information in each table. Return the signed and completed documents by email to [Natalie English](mailto:Natalie.English@accs.edu).

1. Course Information					
DPT Prefix	CRS Number	COURSE TITLE	THEORY CREDIT HOURS	LAB CREDIT HOURS	COURSE CREDIT HOURS
Course Description					
<p>Prerequisites: State the courses that must be taken before this course</p> <p>Corequisites: State the courses that must be taken at the same time as this course</p> <p>Course Description should include main topics, particular areas of focus or emphasis, and a statement concerning the expectations of students at the end of the course.</p>					

DPT Prefix is the authorized program code

CRS number: Please refer to the current program course directory and locate an available number that aligns numerically with where the course fits. For example, an introductory course would typically be located in the lower 100's while an intermediate level course will be in the upper 100's or lower 200's. Please ensure that an intermediate or advanced course does not occur numerically before a basic or introductory course.

Course Title should accurately describe the basic content of the course.

Hours should reflect credit hours for each section. Please refer to State Board Policy 705.01 for guidance.

2. Justification for New Course or Revision:

Explain in detail why this new course or revision is required. Also indicate why current courses are insufficient for meeting educational goals and objectives.

Expand this block as necessary.

3. Course Objectives

What terminal behaviors and knowledge will students be expected to demonstrate as a result of this course?

Expand this block as necessary.

4. Course Outline:

List major topics and sub-points for the course.

Expand this block as necessary.

5. Faculty Liaison

Name	
Title	
College	
E-mail	
Phone	
Address	

6. Department Head or Division Chair Approval:		
Signature:		Date:

7. Dean Approval		
Signature:		Date:

8. President Approval		
Signature:		Date: