

Request to Initiate an Academic Credit Course through ACO

Submit completed form via fax (784-4801) or email to Dawna Snyder at ACO@unr.edu. This information is needed at least six weeks (preferably twelve weeks if at all possible) prior to the first class session for a course.

This information does not substitute for the required syllabus and instructor resume (the latter needed for LOA instructors). For any questions, please call Dawna Snyder at 682-7555 or email ACO@unr.edu.

Current Date:

Semester/Year of Proposed Course:

Instructor Full Name:

Instructor NSHE ID (if known):

Highest degree earned/ official title/ place of business or UNR department:

Instructor mailing address:

Daytime phone number:

Fax number:

Email address:

Proposed course number and title (from the UNR catalog):

Number of credits (must conform to UNR Catalog):

Course description, including: Purpose of this course/ Intended audiences/ Topics covered /Teaching Methodologies used (e.g., any Canvas or video used to deliver a portion of the instruction? *Note: videos must be closed-captioned*)

Offering Type: Online Mode* Live (Face-to-Face) Hybrid

*Online Mode offering approved through Curriculog? Yes No

"Online mode" offerings must be approved through Curriculog before it can be offered as per UAM 6,013 and an Online Instruction Quality Assurance Form must be submitted to the University Quality Assurance Officer

Textbook (s) and/or materials required; where do students acquire them:

Computer/internet access requirements for students, if any:

Course prerequisites, if any (include requisites listed in UNR catalog):

Class location (city and address of building/site):

Proposed meeting dates & times:

Maximum number of students accepted:

Course Grant funded?

Marketing needed?

Any other information that may be relevant:

Submitted by (your name):

Email:

Phone:

After submitting this completed form, please begin work on a syllabus and instructor resume (if required). Submit these to ACO immediately. *Note: UNR College of Education has additional syllabus requirements that must meet NCATE Accreditation.*

The syllabus and instructor resume are needed before the course can be approved by the appropriate departments and deans. No students can be registered for a course before ACO has a fully signed course approval on file.



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