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**Piloting a New Elective Course**

**Procedure for Piloting a New Elective Course:**

Note: Are you developing a new course but not sure if this is the right form for you? See the decision tree on page 2 for a guide to the correct form.

1. Create the desired elective, following the current SON syllabus template which must include at a minimum the course description and objectives. Template located: http://www.nursing.virginia.edu/people/adaprx/
2. **Discuss the elective and the rationale for offering it with the Program Director, Department Chair, and Associate Dean for Academics**.
3. Obtain signatures from Department Chair and the Associate Dean for Academics.
4. Meet with the SON Registrar for timing of the course offering and deadline for being entered into the class schedule. Please note: the course schedule for the fall semester is set early February and the course schedule for the spring semester is set early September.
5. Work with the department administrative assistant to announce/advertise the elective.

Note: any faculty member who wishes to initiate and teach an elective course may do so **one time** without prior Faculty Organization approval. Once the elective has been offered one time it may not be offered again without formal approval of the appropriate program committee *and* the SON Faculty Org.

Submit this form with signatures **along with the syllabus** (minimum: course description and objectives) to the SON Registrar prior to the announcement of the new course.

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| *Course Elective Name:* |  | | | |
| *Name of Course Faculty Member:* |  | | | |
| *Course Level (check all that apply):* | BSN  MSN\*  DNP  PhD  \*If MSN, do you want undergrads to be able to enroll as well? Yes No | | | |
| *Anticipated Semester and Year for Pilot:* |  | | | |
| *Anticipated Semester and Year for Initiating Full Approval of Faculty Org.:* | |  | | |
| *Signature of Course Faculty or Designee:* |  | | *Date:* |  |
| *Signature of Department Chair:* |  | | *Date:* |  |
| *Signature of Assoc. Dean of Academics:* |  | | *Date:* |  |
| *Received by SON Registrar (Signature):* |  | | *Date:* |  |

**Decision Tree for Establishing a New Course**

Is this an elective course?

No

Yes

It will need full approval of 1.) the appropriate program committee and 2.) SON Faculty Organization.

To begin this process, use the form “Submitting a SON Course for Committee Approval,” available on the SON Registrar website: http://www.nursing.virginia.edu/registrar/facstares/

Is this the first time the course has been offered?

Yes

No

Follow the procedure listed on this form (see page 1) for appropriate approvals and for the course to be listed with a SON number.