Essential Studies Request for Revalidation Extension

A department may request an extension for submitting revalidation materials for a course due to special circumstances such as when the course has not been taught in the past two years. The department must complete and submit this form to officially request an extension prior to the due date for the revalidation materials; the Essential Studies Committee will review the request but does not guarantee that the request will be granted. If the request is granted, revalidation materials must be submitted to the committee within 3 months from the last day of the semester when the course is next taught.

Department & Course Number: ________________________________ Date ____________

Course Title: ____________________________________________ Credit Hours: ______

I. Under which areas is this course currently validated?

A) Essential Studies Goals* (Choose the one goal that the course is designed most to help students meet):
   - Thinking and Reasoning (critical thinking, quantitative reasoning, and creative thinking)
     Students should be able to use a variety of thinking and reasoning skills, apply these skills as appropriate in various situations, and move among them depending on purpose.
   - Communication (written communication and oral communication)
     Students should be able to write and speak in civic, academic, and professional settings with a sense of purpose and audience.
   - Information Literacy
     Students should be able to access and evaluate information for effective, efficient, and ethical use in a variety of contexts.
   - Diversity
     Students should be able to demonstrate understanding of social-cultural diversity and use that understanding to address issues, solve problems, and shape civic, personal, and professional behavior.

B) Breadth of Knowledge* (Choose one. Please note that these are the choices for UND courses; the NDUS categories for BOK are slightly different—see website):
   - Oral Communication
   - Social Science
   - Fine Arts
   - Humanities
   - Math, Science, and Technology

C) Special Emphasis* (Choose one. Please note that Special Emphasis Courses must meet more detailed criteria than other ES courses):
   - This course will not be validated in a special emphasis area
□ Quantitative Reasoning
□ Advanced Communication
□ US Diversity
□ Global Diversity

*More information is available on the ES Website. Please see the following:
- ES Goals [http://und.edu/academics/registrar/essential-studies-goals.cfm](http://und.edu/academics/registrar/essential-studies-goals.cfm)
- Special Emphasis Criteria (Under Essential Studies for Faculty) [http://und.edu/academics/registrar/essential-studies-committee.cfm](http://und.edu/academics/registrar/essential-studies-committee.cfm)

II. Request for Extension

A). Please list all the semesters that the course was taught since the last validation/revalidation approval.

B) When is the course next scheduled to be taught?

C) Please explain (attachment or below) why the department is unable to submit revalidation material by the revalidation deadline.

III. Please include Assessment materials that will be used when the course is next taught (as an attachment). This should include a description of both the direct and indirect assessments you will use to determine how this course helps students meet the ES goal selected above and any scoring guides that will be used (i.e. rubric, test questions, etc). If this course is taught in more than one section or format (e.g., face-to-face and online), please explain how you ensure that your assessment findings are applicable across the various sections or formats (i.e. how many sections will be assessed, etc.).
IV. Please attach a current course syllabus. This syllabus needs to explain to students the specifics of how the course activities and assignments will help them practice the ES Goal and/or the Special Emphasis area under which the course is being revalidated. (Contact the ES Office for examples of syllabus statements that specify the course’s contribution to the program.)

Signatures

Faculty Member Responsible for Course:______________________________________________

Department Chair:_________________________________________Date:________________

College Dean:____________________________________________Date:________________