Course Inventory

New Course Proposal

Proposer Name: [   ]

Email: [   ]

Phone Extension [   ]

Faculty Department [Select...   ▾]

Faculty College [Select...   ▾]

Affected Departments

Affected Department(s)

Department	⊕
Select... ▾	❌

Course Catalog Information

Proposed Effective Term [Select...   ▾]

Note most courses take effect at least one year after approval.

Subject Code [Select...   ▾]

Course Number [   ]

Department [Select Department...   ▾]

College [Select College...   ▾]

Course Title ⓘ [   ]

Abbreviated Title [   ]

30 characters remaining

Units [   ]

Input variable unit courses with a dash (e.g., 2-4)

Academic Level [Select...   ▾]

Grading Basis   [Select... ▾]

Repeat for Credit?   ◯ Yes   ⦿ No
🔵

Cross-Listed with

Code	Title	⊕

HEGIS Code 🔵   [   ]

Components 🔵

CS #	Component	Graded Component	Units	⊕
Select... ▾	Select... ▾	Select... ▾	[ ]	❌

Add Consent   [Select... ▾]

Course Description
🔵

[   ]

Prerequisite(s):

[   ]

Recommended Prerequisite(s):
🔵

[   ]

Co-requisite(s):
🔵

[   ]

Recommended Co-requisite(s):
🔵

Course Content Information

Course Learning Outcomes

Learning Outcomes	
1	

Potential Text(s)

List sample assignments / assessment tools

Delivery Method

Select all requested methods of delivery in which the course may be offered. If proposing the delivery method as online and/or hybrid, complete the Special Designations portion of the form below.

Delivery Method

☐ Face-To-Face

☐ Hybrid/Online

☐ Off-Campus

☐ Television

Special Designations

GWAR

Are you proposing a GWAR-certifying course?

☐ Yes   ☐ No

Hybrid/Online

Are you proposing a hybrid course?

☐ Yes   ☐ No

Are you proposing an online course?

☐ Yes   ☐ No

Ethnic Studies

Are you proposing an Ethnic Studies course? Please note, you will need complete the General Education section and matrix in addition to the Ethnic Studies matrix.

☐ Yes   ☐ No

General Education

Are you proposing this course to meet a GE requirement?

○ Yes   ○ No

Enrollment Restrictions

Enrollment Restrictions

☐ Freshman standing required

☐ Graduate standing required.

☐ Junior or Senior standing required

☐ Must have departmental approval in order to drop or withdraw from the class.

☐ Restricted to Majors

☐ Senior standing required.

Predicted Enrollment

Fall	Predicted Enrollment		Number of Sections	
Spring	Predicted Enrollment		Number of Sections	
Summer	Predicted Enrollment		Number of Sections	

Typically Offered

Typically offered (check all that apply):

☐ As needed   ☐ Fall

☐ Fall even   ☐ Fall odd

☐ Fall, Spring   ☐ Fall, Spring, Summer

☐ Fall, Summer   ☐ Infrequent

☐ Spring   ☐ Spring even

☐ Spring odd   ☐ Spring, Summer

☐ Summer

Replacement Course

Does this course replace any other course?

◯ Yes   ◯ No

Justification

Justification for the course that addresses the following:

a. The need for the course, including whether being proposed in response to academic program review or accreditation recommendations and any other relevant data and/or documentation

b. The level of course and prerequisites, including having NO prerequisites for a 300, 400, or 500 level courses

c. CR/NC only grading

Justification

[text area]

Course Fees

Does the course require a fee?

◯ Yes   ◯ No

Curriculum Register Synopsis

Include summary of changes and a summary of the rationale to be published in the Curriculum Register for campus-wide sharing

[text area]

Impact Statements

Department Chair Impact Statements

Is the required expertise available among existing faculty to teach the course?

☐ Yes   ☐ No

Are additional facilities required for the course?

☐ Yes   ☐ No

Is additional equipment (computers, server allocation, laboratory equipment, etc.)
need to support the course

☐ Yes   ☐ No

Please list and fully explain any additional resources needed for the course

[ ]

Department Program Coordinator Comments

[ ]

College Dean Impact Statements

Explain the course's alignment with the University's mission

[ ]

Explain the course's alignment with the College's goals and objectives

[ ]

Is the required expertise available among existing faculty to teach the course?

☐ Yes   ☐ No

Are additional facilities required for the course?

☐ Yes   ☐ No

Is additional equipment (computers, server allocation, laboratory equipment, etc.) needed to support the course?

☐ Yes   ☐ No

Please discuss the College's support for any additional resources needed for the course.