|  |  |
| --- | --- |
| **From**: \_\_\_\_\_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_\_\_ | **Proposer (if other)**: \_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_ |
| **Department/Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Unique ID**: \_\_\_\_\_\_\_[copy Unique ID generated by your Summary Memo, uvidmmddyyyy]\_\_\_\_\_\_\_\_\_\_ |

**New Course**

College of Arts and Sciences

1. **Proposed Course information**:

|  |  |  |
| --- | --- | --- |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_  | **Credit Hours**: \_\_\_\_\_\_\_\_\_ |
| **Course Title** (no more than 50 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course Abbreviation** (no more than 30 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Please explain concretely the rationale(s) for adding this new course:**
	1. [list, as applicable]
2. **Has this course been offered as a Special Topics course in the past?**  Yes No

**If “yes,” please list each time and with what enrollment:**

1. **Course Description**:
	1. **Course focus** (no more than 50 words):
	2. **Learning outcomes** (no more than 30 words):
2. **Pre-requisites or other Enrollment Restrictions**:
3. **Restrictions on this course** (Pre-/Co-requisite? Advisory/Enforced? Permission? Student Group? etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **For what other course(s), if any, will this course be a pre-/co-requisite?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Please explain, briefly, the writing component of this course**:
6. **Anticipated Instruction-Modes**:

|  |  |  |  |
| --- | --- | --- | --- |
|  Face to Face |  Online |  Hybrid (>75% online) |  Blended (30% to 75% online) |

1. **Resources**:
	1. **Which full-time faculty members will be prepared to teach or supervise this course?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Are available materials, equipment, facilities, etc. adequate for this course?**  Yes No

**If additions are needed, please list and explain.**

1. **Partnerships – identify partnerships here and work with partner-units for them to submit Permanent Cross-Listing or Permanent Tag requests as applicable, cross-referencing this application for the New Course** (copy and paste in order to identify multiple partners):
	1. **Should new cross-listing(s) be created in another Subject-Area Code?**  Yes No

|  |  |  |
| --- | --- | --- |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_  | **Credit Hours**: \_\_\_\_\_\_\_\_\_ |
| **Course Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course Title Abbreviation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* 1. **Should new tagging(s) be created for any Interdisciplinary Programs?**  Yes No

|  |
| --- |
| **Interdisciplinary Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **In consequence of this new course, should any course(s) presently offered be discontinued?**  Yes No

**If “yes,” please list**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please list all major(s)/minor(s) for which the course will be specifically required, a requirement-option choice, or an elective, and which one**:

(If the major/minor includes more than one requirement-option list, please indicate on which list(s) the new course belongs. Please also note whether the course will *replace* any *presently* required or requirement-option courses):

|  |
| --- |
| **The course will be, in the following major(s)/minors** (also specify which requirements or requirement-choices the course will satisfy, if the major/minor includes more than one): |
| **Specifically required** | **Requirement-option choice** | **Elective** |
|  |  |  |

1. **Proposed term and year in which the proposed new course should become effective** (this request is subject to the Effectiveness Timetable set by Registration & Records):

|  |  |
| --- | --- |
| **Term**: \_\_\_\_\_\_\_\_\_\_[Fall/Spring]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Supplementary Documents for this New Course application** (ensure they are submitted and indexed with this application-package):
	1. **Syllabus**
	2. **Course Inventory Form**
	3. **One major/minor grid for each major or minor that will be affected by this new course**
	4. **Please also ensure, if any changes in library-resources will be required for this course, that the Summary Memo flags it to the attention of the appropriate Bibliographer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
| Bibliographer (if needed) |  | Date |  |
| CAS Academic Council |  | Date |  |
| CAS Dean |  | Date |  |

NO LONGER PART OF THE FORM!

New Course: Associated Instructions

1. The heading information of the New Course form corresponds to the heading information of the Summary Memo eForm. We recommend that you draft in advance all the application-forms that will be part of your application-package, including any New Course forms needed, omitting only temporarily the Unique Number. Do not click the “submit” button of the Summary Memo until after all other documents are prepared and the Summary Memo has been filled out completely and double-checked for accuracy.
2. After you submit your Summary Memo, copy the Unique Number it generates for your application-package onto each of your application-forms, including any New Course forms needed. Then upload the application forms and all supplementary documents, and index all items by the Unique Number of the application-package. Please also complete the index with all metadata pertinent to each item: this coding will make it easier to find the curricular changes in the archive.
3. The rationale in item 2 of the application-form should be as full as needed to make clear your plans for the course and demonstrate its merits. The Summary Memo’s brief statement in the Table of Contents, by contrast, introduces the application-package overall and assists approvers and reviewers in navigating the package.
4. If the new course will be a pre-requisite for existing course(s: item 5.b), please also submit as a part of this application-package the Course Change requests for those other course(s), so that the change will sort with their paper-trails.
5. Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, identifying faculty, library, equipment, and other resources the proposed new course will require so as to be realized successfully (item 8, if applicable) flags these considerations for other reviewers. In particular, if the proposal will require any changes in library-resources, please ensure the appropriate librarian is identified and included.
6. If a second (or more) Course Number is desired for the new course, in a Subject Area Code belonging to a different academic unit, please identify the “equivalent” course(s) in item 9.a and please work with each cross-listing partner for it to file a Permanent Cross-Listing application cross-referencing this application for the New Course. Cross-listing most often is desired when the same course in its substance might be taught by members of faculty holding appointments to different academic units. From this course-creation forward to the end of time, care must be taken to ensure that the “child” course(s) match(es) the attributes of the “parent” course as either is updated.
	1. Please ensure that all partners in the course are identified in the Table of Contents in your Summary Memo so that they may be included in the routing of the documents. Their consent matters to your application, just as yours does to their Permanent Cross-Listing application.
	2. Please assist all partnering units to prepare their Permanent Cross-Listing applications and associated Course Inventory Forms, so that each “child” course matches the attributes of the “parent” course.
	3. Specify the cross-listed courses’ role in all majors and minors in which they will function, including the cross-listing department’s, in item 11.
	4. Include the cross-listed courses in before-and-after grids for each affected major and minor (item 13.c). Please note that LOCUS can drill down to equivalent course-numbers for cross-listed courses that are either specifically required or requirement-options but wildcard elective-rules cannot capture equivalent course-numbers: therefore cross-listed courses’ counterparts under the “other” subject area code must be explicitly included in elective lists (e.g., TREE 3## *and* PPOL 375, in order to extend elective credit for cross-listed PPOL 375/TREE 375 to students registering for either course-number).
7. If any Interdisciplinary Program(s) wish(es) to include the new course in its major(s)/minor(s), the appropriate tags may be included as Course Attributes of the new course through this application (item 9.b). Please work with each tagging partner for it to file a Permanent Tag application cross-referencing this application for the New Course.
	1. Please ensure that all partners in the course are identified in the Table of Contents in the Summary Memo so that they may be included in the routing of the documents. Their consent matters to your application, just as yours does to their Permanent Tag application.
	2. Please assist all partnering units to prepare their Permanent Tag applications.
	3. Specify the new course’s role in all majors and minors in which it will function, including the tagging IDPs’, in item 11.
	4. Include the new course in before-and-after grids for each affected major and minor (item 13.c).
8. Item 11 maps the role(s) the new course will serve in all major(s)/minor(s) using it. Will it be (i) *specifically required*, so that all students pursuing that major/minor must complete it successfully, (ii) included in a list of specified courses from which students must successfully complete a certain, smaller number of courses, and if the major/minor includes more than one such list in which list(s) does the course figure, or (iii) covered by a wildcard-rule such as “students take three TREE 3## electives”?
	1. New Courses will necessitate Change in Major/Minor applications if they will need to change existing programming of the ARR(s) in order to satisfy a specific requirement or requirement-option choice.
	2. New Courses will *not* necessitate Change in Major/Minor applications if they will all be picked up as desired in the major/minor by an *existing* elective-rule.
	3. Please note that *equivalent* courses need their counterparts in subject-areas *outside* an elective rule to be included in elective lists (e.g., the fictional PPOL 375, Natural Resource Policy, must be added to the Forestry major’s elective-rule TREE 3## in order to extend the elective credit to students who take cross-listed PPOL 375/TREE 375 under its “other” course-number). LOCUS can, however, drill down to equivalent course-numbers for specifically programmed required course and requirement-options, so this extra step is not necessary in those instances.
	4. Note that before-and-after grids *are required* as supplementary documents in the application-package for every major and for every minor that will be affected by the proposed changes, even if Change in Major/Minor applications are not required.
9. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, Registration & Records undertakes to make new courses approved by AC no later than February of one academic year, effective as early as the Fall semester of the following academic year, and new courses approved by AC no later than March of one academic year, effective as early as the Spring semester of the following academic year. Once it is effective the new course will be picked up by existing Elective rules in all applicable major(s)/minor(s). But if the new course will be specifically required or will figure in any requirement-option lists, those changes in major/minor programming must be approved no later than December of one academic year in order to become effective as early as the Fall of the following academic year.
10. Please ensure that all information in this form is correct and consistent with the other documents in your application-package.
11. Please ensure that all supplementary documents entailed by your New Course application are also submitted within your application-package under the same Unique Number.