NEW COURSE REQUEST FORM

Complete Information Below:
Department Requesting New Course Number: _________________________________________________________
Chair/Program Director requesting new number: _______________________________________________________
Course Title: ____________________________________________________________________________________

Course Outline or Syllabus: (Required. Must be attached otherwise this form cannot be processed. Refer to reverse page for requirements.) Max of 5 sentences for course description (Catalog Language).

___ Lower Division  ___ Graduate  ___ Certificate
___ Upper Division  ___ PhD  ___ CEU

Units: ______  Variable: ______  Min Credit: ______  Max Credit: ______
Fixed: ______
Repeatable: ______  Max hours towards Degree: __________

Estimation of Hours of Student Engagement in Course _____ (Attach calculation, if not included in syllabus.) Policy on credit hours see back)

___ Letter Grade  ______ Pass/No Pass  ______ Remedial Credit
Prerequisite Courses: ____________________________________________________________________________

Corequisite Courses: ____________________________________________________________________________

Prohibited Courses (Courses Constituting Duplication of Coursework): ________________________________

Non-Academic Prerequisites (i.e. high school chemistry): ____________________________________________

This course is a prerequisite for: __________________________________________________________________
This course is a corequisite for: __________________________________________________________________

Requirement For:
Major: _____________________________ Core: ____________ Elective: _____________________________
Concentration: ______________________ Core: ____________ Elective: _____________________________
Minor: ______________________________ Core: ____________ Elective: _____________________________

Chair/Program Director Signature: _____________________________ Date: _________________
Dean Signature: _____________________________________________ Date: _________________
Chair Curriculum Committee: _________________________________ Date: _________________
Policy on Credit Hours

Unit of Credit – Undergraduate, Graduate, and CEU:

- A unit of credit at the Undergraduate level represents approximately 45 study hours, e.g., 15 study hours of in-class contact and 30 study hours of out-of-class preparation.

- A unit of credit at the Master’s level represents approximately 60 study hours, e.g., 15 study hours of in-class contact and 45 study hours of out-of-class preparation.

- A unit of credit at the doctoral level represents approximately 75 study hours, e.g., 15 study hours of in-class contact and 60 study hours of out-of-class preparation.

- Continuing Education Credit is awarded on the basis of one continuing education unit (CEU) for each 10 study hour of instruction. (CEUs earned may not be applied to, nor substituted for, degree requirements under any circumstance).

Requirements for Course Outlines or Syllabi attached to the New Course Request Form:

- Must include a course description for the catalog. Maximum of 5 sentences.

- Must include course-level learning outcomes, preferably with links to program and/or institutional learning outcomes.

- Must include sufficient detail about types of assignments to make an estimate of the number of hours an average student will engage with the course material. (Course outlines generally will not list actual assignments.) Total hours of engagement (in-class time, homework, reading, projects, etc.) should be in compliance with the Credit Hour Policy. (Note that a learning outcomes justification can also be used. See the full Credit Hour Policy.)