

INSTRUCTIONS for FORM A

Instructions for [Form A](#) · Request for Addition of New Course

Seventeen identical copies of each complete request must be submitted. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

A free **number** must be chosen for the course. The number of a course which has been dropped cannot be used until ten years after the drop.

The **course title** appears in the *General Catalog*. Course titles should be as brief as possible. The **short title** of a course appears in the *Schedule of Classes* and on students' transcripts. The length is limited to 20 characters, including spaces between words.

Departments may opt to allow students to receive **graduate credit** for 4000 level courses.

The semester **hours of credit** must be indicated. Courses including a laboratory component should indicate the distribution of credit hours between lectures and lab. Two or more lab contact hours are required to support each lab credit hour.

If a course may be **repeated** for credit, the maximum number of credit hours allowed under that course rubric and number must be given.

If credit may not be given for both this course and another course, list courses for which credit will not be awarded. (Note: The catalog statement for both courses should mention this incompatibility.)

Grading system may be letter grades or pass/fail. Courses are required to hold a **final exam** during final week. If the proposed courses will not hold a final examination, a justification must be attached explaining why such an exam would be inappropriate for the proposed course.

Course type indicates whether a course consists of regular meetings of a group of students (in a lecture, laboratory or seminar setting) or whether students enroll individually and work independently under faculty supervision (research/independent study or clinical practicum). Guidelines for the classification of course types are available in Appendix C of PS-45. Guidelines for credit for off campus experiences can be found in PS-38 "Off Campus Course Credit".

The **enrollment maximum** per section is used to identify the correct size classroom when scheduling courses. This number must be an integer rather than a range. Maximum enrollment must meet or exceed the class minima specified in PS-37, *Minimum Class Size*: Courses 0001 to 4000, 15 students: Courses 4000-4999, 10 students: Courses over 5000, 5 students. For individual type courses, the enrollment maximum is set by default to 99.

For group courses (lecture, lab, seminar) **contact hours** refer to the number of hours spent each week with faculty in a classroom or lab setting. For lecture and seminar courses, contact hours are generally equal to semester credit hours. For laboratory courses, two or more laboratory contact hours are required to yield a single laboratory credit hour. For individual courses (such as research/ independent study, clinical practicum, or internships) contact hours are less well defined, as these courses may involve minimal contact with faculty in classroom settings. For these courses, contact hours are generally set to equal the maximum number of credit hours permitted for the course.

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The **course description** exactly as it is to appear in the *General Catalog* in formal catalog format (See Appendix C for a key to catalog abbreviations and standard catalog wording); although there is no specific word limit, course descriptions should be as concise as possible. If the course title provides sufficient information, no additional description is required. Also, the description should be general enough, so that new faculty may teach the course with a different emphasis without having to request a change in description. Finally, if a course will not be offered on a regular basis, an existing special topics course should be used, in lieu of proposing a new course.

Dates of college and departmental approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider proposals that have not been approved by the departmental/college curriculum committees.

Required **Attachments** to **FORM A** include:

A **justification** for the request for the new course should be included along with the course description. The extent to which this proposed course will duplicate other courses offered on the campus must be addressed. Statements from other departments regarding any possible overlap between the proposed course and existing courses must be included.

Departments must attach a **sample syllabus** including an **outline** of subject matter sufficient to fill a 14 week semester; **titles** of text(s), laboratory manuals, and/or other required readings; **grading criteria**; and relevant weighting and **grading scale** (i.e. what point/percentage range constitutes an "A", "B", "C", "D", or "F" with or without a grading curve). For 4000-level courses for which graduate credit will be given, any differential expectations of performance **beyond** those already expressed in the University's definition of *good standing* for graduate and undergraduate students must be specified in the syllabus. If no additional requirements are specified, graduate students are assumed to follow the same grading criteria as undergraduates.

Attach an explanation if the course does not hold a **final exam** during exam week.

If the new course will require additional staff, space, equipment, special library materials, or any major expenses, a separate **explanation** must be attached to the form, and approved by the Office of Academic Affairs. Approval of the course is based on the course description and does not in itself constitute approval of any additional funds or personnel.