**Recommendation to Add a New Course**

Submitted by:

**Name:** Click here to enter text.

 **Phone:** Click here to enter text.

 **Email:** Click here to enter text.

 **Initiating Dept or Committee:** Click here to enter text.

 **Date:** Click here to enter a date.

**Course Details**

**Career:** [ ]  **Undergraduate** [ ]  **Graduate** [ ]  **Law** [ ]  **Medicine** [ ]  **Pharmacy**

**Subject Area:**  Click here to enter text.

**Catalog Number:**  Click here to enter text.

**Course Typically Offered:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer I** [ ]  **Summer II**

**Co-Convened:** [ ]  **Yes** [ ]  **No**

(if yes) **With:** Choose an item.

 **Catalog ID of existing course:** Click here to enter text.

 **Graduate Level Requirements:** Click here to enter text.

**Enrollment Requirements** (optional)**:** Click here to enter text.

**Requirement Type:** [ ]  **Course Requisite** (not enforced)[ ]  **Requirement Group** (enforced)

**Short Course Title** (max 30 char.)**:** Click here to enter text.

**Long Course Title** (max 100 char.)**:** Click here to enter text.

**Course Description** (no char. limit)**:** Click here to enter text.

**First Term Effective:** Choose an item. **Year:** Click here to enter text.

**Course Type:** [ ]  **Permanent** [ ]  **Temporary**

(Temporary courses follow the same approval and review process and deadlines that permanent courses do, but are automatically set with an Inactive date one year after their first Active date when added to the Catalog)

**Responsible Instructor(s):** Click here to enter text.

**Learning Outcomes:** Learning Outcomes are statements that describe how students will demonstrate the knowledge, abilities, or perspectives that you intend for them to acquire in the course. Most courses have several learning outcomes that collectively describe what the instructor values as products of the learning experiences in the course. See the [UA Assessment website](http://assessment.arizona.edu/information_sheets) for more information.

**(include a minimum of 3 outcomes):** Click here to enter text.

**Textbooks** (optional)**:**

1. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** Click here to enter text.
2. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** Click here to enter text.
3. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** Click here to enter text.

**Course Attributes**

**Second Language**

[ ]  **1st Semester**

[ ]  **2nd Semester**

[ ]  **3rd Semester**

[ ]  **4th Semester**

[ ]  **Beyond 4th Semester**

**Course Equivalency**

[ ]  **Cross Listed (with:** Click here to enter text.**)**

[ ]  **Equivalent (to:** Click here to enter text.**)**

[ ]  **Mutually Exclusive (to:** Click here to enter text.**)**

[ ]  **Freshman Colloquium**

[ ]  **Success Course**

* **For whom is the course designated (which students targeted)?** Click here to enter text.
* **Is the course required for targeted students?** [ ]  **Yes** [ ]  **No**
* **Please explain how the course satisfies the criteria below:**
	+ **Self-exploration and development:** Click here to enter text.
	+ **Major exploration:** Click here to enter text.
	+ **Preparation for careers or graduate school:** Click here to enter text.
	+ **Tools that can help students succeed in their major:** Click here to enter text.

**General Education**

[ ]  **Tier 1 Individuals & Societies**

[ ]  **Tier 1 Natural Sciences**

[ ]  **Tier 1 Traditions & Cultures**

[ ]  **Tier 2 Arts**

[ ]  **Tier 2 Humanities**

[ ]  **Tier 2 Individuals & Societies**

[ ]  **Tier 2 Natural Sciences**

[ ]  **Diversity Emphasis**

**For all General Education courses, please explain how the course satisfies the General Education criteria below:**

* [**Writing**](http://gened.arizona.edu/content/writing-component)**:** Click here to enter text.
	+ **Total number of pages the student must write:** Click here to enter text.
	+ **Will at least one writing assignment involve revision after the instructor or peers have provided feedback on a first draft?** [ ]  **Yes** [ ]  **No**
* **Does the course focus on non-western area studies and/or have a diversity emphasis?** [ ]  **Yes** [ ]  **No**
	+ [**Diversity Emphasis or Non-Western Area Studies**](http://gened.arizona.edu/content/guidelines-diversity-emphasis-formerly-gender-race-class-ethnicity-and-non-western-cultures) **content, if applicable:** Click here to enter text.
* [**Honors**](http://gened.arizona.edu/content/guidelines-honor-students)**:** Click here to enter text.
* [**Assessment**](http://gened.arizona.edu/content/general-education-student-learning-outcomes)**:** Click here to enter text.
* [**Critical Thinking Skills**](http://gened.arizona.edu/content/general-education-student-learning-outcomes)**:** Click here to enter text.
* [**Interactive Modes of Instruction**](http://gened.arizona.edu/content/course-evaluation-rubric#Co)**:** Click here to enter text.
* [**Information Literacy**](http://gened.arizona.edu/content/information-literacy)**:** Click here to enter text.
* **Explain how required readings and materials will be available to students:** Click here to enter text.
* **Course format- indicate the overall percentage of time spent in the following activities (total should add to 100%):**
	+ **Lecture:** Click here to enter text.**%**
	+ **Discussion Section:** Click here to enter text.**%**
	+ **Lab:**  Click here to enter text.**%**
	+ **Practicum/Service Learning:** Click here to enter text.**%**
	+ **Other:** Click here to enter text.**%**
* **Will 40% of grade points be completed by the 8th week of classes?** [ ]  **Yes** [ ]  **No**

**Student Engagement-** select one Activity and one Competency if appropriate (only available for 300- and 400-level courses).

**Activity**

[ ]  **TBD** (allows each section to be listed for a different activity, or each student to earn credit for a different activity)

[ ]  **CE – Creative Expression**

[ ]  **CP – Community Partnership**

[ ]  **DI – Discovery**

[ ]  **EN – Entrepreneurship**

[ ]  **IE – Intercultural Exploration**

[ ]  **LE – Leadership**

[ ]  **PD – Professional Development**

**Competency**

[ ]  **TBD** (allows each section to be listed for a different activity, or each student to earn credit for a different activity)

[ ]  **CCR – Civic and Community**

[ ]  **DID – Diversity and Identity**

[ ]  **GIC – Global and Intercultural**

[ ]  **INC – Innovation and Creativity**

[ ]  **INT – Interdisciplinarity**

[ ]  **PRO – Professionalism**

[ ]  **SUS – Sustainability**

**Approved Grading-** select those that apply.

[ ]  **Pass/Fail Option available to students**

[ ]  **Regular or Alternative Grades available to instructor (ABCDE/SPCDE)**

**Honors Course-** select one if appropriate.

[ ]  **Honors Course**

[ ]  **Honors Contract available**

**Available for Special Exam-** select one if appropriate (not available at the graduate level).

[ ]  **Special Exam- Credit Only**

[ ]  **Special Exam- Grade and Credit**

[ ]  **Writing Emphasis Course-** regular junior or senior level courses in which at least half the grade awarded is determined by written work appropriate to the academic discipline.

**Additional Course Information**

**Minimum Units:** Click here to enter text.

**Maximum Units:** Click here to enter text.

**Grading Basis:** Choose an item. **Other:** Click here to enter text.

**Repeat for Credit:** [ ]  **Yes** [ ]  **No**

if yes: **Total Units Allowed:** Click here to enter text.

 **Total Completions Allowed:** Click here to enter text.

 **Allow multiple enrollments in one term?** [ ]  **Yes** [ ]  **No**

**Course Components:** Course components designate distinct parts of the overall course offering, e.g. lecture, laboratory, seminar, discussion, etc. One course may have multiple components if needed. If multiple components are needed, one component must be the Primary/Graded component, and the others may be designated as either required or optional. When multiple components are identified, the sum of the Workload Hours must equal the total units for the course (Workload Hours must be divided between components using whole numbers only).

 **Primary Component:** Choose an item. **Final Exam:** [ ]  **Yes** [ ]  **No**

 **Workload Hours:** Choose an item.

 **Additional Components** (if needed)**:**

1. **Component Type:** Choose an item. **Optional:** [ ]  **Yes** [ ]  **No Workload Hours:** Click here to enter text.
2. **Component Type:** Choose an item. **Optional:** [ ]  **Yes** [ ]  **No Workload Hours:** Click here to enter text.

**Funding Analysis**

**What course, if any, does this course replace?** Click here to enter text.

**Is the proposal of this course associated with a new hire?** [ ]  **Yes** [ ]  **No**

* **if no new hire and no associate course deletion, what adjustments will be made to current faculty teaching assignments?** Click here to enter text.

**Intended Course Fees:** Click here to enter text.

**What programmatic need does this course satisfy (required or optional in what undergraduate or graduate majors, minors, or certificates)?** Click here to enter text.

**Field Trips (if field trips are required, please give details):** Click here to enter text.

**\*\*\* A course syllabus must be submitted in addition to this document. All undergraduate and graduate level course syllabi must include all required information listed in the Course Syllabus Policies found in the General Catalog:**

* [**Undergraduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template)
* [**Graduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate)