**Recommendation to Add a New or Temporary Course**

**Submitted by:**

**Initiating Department:**

**Subject Area:**

**Catalog Number:**

**Course typically offered:**

Fall

Fall/Spring

Fall/Summer 1/Summer 2

Fall/Spring/Summer 1/Summer 2

Spring

Spring /Summer 1/Summer 2

Summer 1/Summer 2

Summer 1

Summer 2

**Co-Convened: *NO* or *YES***

 **Co-Convene with a 400 or 500- level course: Subject:Crse Nbr:**

 **Co-Convene with an existing 400 or 500-level course:**

 **Course ID and offer:Subject:Crse Nbr:**

 **Co-Convened Description for a graduate level course:** Description should begin with

 *“Graduate-level requirements include ……”* (cannot exceed 254 characters with spaces)

**ENROLLMENT REQUIREMENTS**

**Does the course(s) have course requisites? *NO* or *YES***

**If yes, Requisite Type:Co-requisite**

 **Pre-requisite**

**Course ID:Subject:Crse Nbr:**

 **Existing Requirement Groups to be added?*****NO* or *YES***

**If yes, Requirement Group:**

 **Long Description:**

 **Add New Requirement Group Information? *NO* or *YES***

 **If yes, describe needed enrollment requirements (enforced prereq.):**

**Short Course Title:**

*(30 character limit including spaces)*

**Long Course Title:**

*(100 character limit including spaces)*

**Course Description:** *(400-level description if co-convened)*

**First Effective Term:**

**Course Type:Permanent**

**Temporary**

**Course Instructor:EmpID:**

**Provide a minimum of three learning outcomes for the course:**

**COURSE TEXTBOOK INFORMATION:**

 **ISBN:Title:**

 **Author:Edition:**

**COURSE ATTRIBUTES:** *(Select all that apply.)*

**Second Language**

1st semester

2nd semester

3rd semester

4th semester

Beyond 4th semester

**Course Equivalency:**  *(Choose one)*

**Crosslisted** (Verify that course numbers are not currently active in the requested crosslisting course(s):

**Subject:Crse Nbr:**

**Equivalency**

**Mutually Exclusive**

 **Explain the associated values for Course Equivalency or Mutually Exclusives Courses:**

**Freshman Colloquium: *YES* or *NO***

**General Education Consideration:**

**Tier 1 Individuals & Societies**

**Tier 1 Traditions & Cultures**

**Tier 1 Natural Sciences**

**Tier 1 Physical Sciences**

**Tier 1 Biological Sciences**

**Tier 2 Arts**

**Tier 2 Humanities**

**Tier 2 Natural Sciences**

 **Tier 2 Individuals & Societies**

**Diversity Emphasis**

 ***Please explain how the course satisfies the General Education criteria in the attached COH Form for***

 ***Tier 1 and Tier 2 Course Proposals***

 **Honors Course:** (*Select one)*

**Honors Course**

**Honors Section**

**Honors Contract**

 **Available for Special Exam:** (*Select one) Not available at the graduate level.*

**Special Exam Credit Only**

**Special Exam Grade and Credit**

 **Success Course Consideration:** ***YES* or *NO***

 *(Appropriate supporting documentation must be provided. See following URL for more information:* [*http://catalog.arizona.edu/2011-12/policies/success\_crs.html*](http://catalog.arizona.edu/2011-12/policies/success_crs.html)

 **Writing Emphasis Course: *YES* or *NO***

*Writing emphasis courses are regular* [*junior- or senior-level*](http://catalog.arizona.edu/2011-12/policies/crsnum.htm) *courses in an academic discipline in which at least half the grade awarded is determined by written work appropriate to the academic discipline.*

**Minimum Units:Maximum Units:**

**Approved Grading:** (S*elect those that apply)*

**Pass/ Fail Option available to students***(not available for Tier 1 and 2 courses)*

**Regular or Alternative Grades**

**Repeat for Credit: *YES* or *NO***

**Maximum Units Repeatable**

**Maximum Times Repeatable**

**Allow Multiple Enrollment in a Term: *YES* or *NO***

**Course Components:**

**Colloquium** (X95 course numbers only)

**Discussion** (X91, X91H, X92, X99, X99H course numbers only)

**Ind Study** (X91, X91H, X92, X99, X99H course numbers only)

**Lecture**

**Practicum** (X94 course numbers only)

 **Research**

**Seminar** (X96 course numbers only)

**Workshop** (X97course numbers only)

Clinical

 Cont

 Drill

 Field

 Laboratory (X94 course numbers only)

 Studio (X97course numbers only)

 Sup

 Thesis

 Tutorial

**Final Exam: *YES* or *NO***

**Funding Analysis**

 **Does this course replace other course (s)? *YES* or *NO***

 **If yes,Subject:Crse Nbr:**

 **Is proposal associated with a new hire? *YES* or *NO***

 **If no new hire and no course deletion, explain what adjustments will be made in**

 **current faculty teaching assignments?**

**Intended Course Fees:** (Indicate if you intend to add a course fee and the amount).

*A Course Fee Approval Form must be submitted after this course is approved and completed. For more information, please visit <http://www.academicaffairs.arizona.edu/special-class-fees-other-fees>)*

**What programmatic need does this course satisfy: required or optional in what**

 **undergraduate or graduate majors, minors, or certificates?**

a. required for departmental undergraduate majors.

b. required for departmental undergraduate minors.

c. option in undergraduate curriculum.

d. proposed for General Education program in:\_\_\_\_\_\_\_\_\_\_\_

e. required in graduate curriculum.

f. option in graduate curriculum.

g. other, specify (Limited to 80 characters, including spaces):

**Are field trips included in course activities? *YES* or *NO* *If yes, please give details:***

**A course syllabus must be submitted as part of this document. Please be sure you include all components required by the UA Undergraduate Syllabus Policy.**

***http://policy.arizona.edu/education-and-student-affairs/undergraduate-course-syllabus-policy***