

**Request for a New or Temporary Course**

**Date:** Click to enter a date from the drop down menu

**Initiating Department:** Click here to choose from the drop down menu

**Subject Area:** Click here to choose from the drop down menu

**Course Number:** Click to enter text

**Submitted by:** Click to enter text

**Department Head:** Click to enter text

**Department Head Signature/Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Department Head’s Comments** (if applicable): |
| Click to enter text |

**GENERAL COURSE INFORMATION:**

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| **Please explain why this course is needed** (e.g. how does the proposed course fit within the department’s overall curriculum plan and why is there a demand for this course)? |
| Click to enter text |

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| **Approximately how many total seats will the course provide** (e.g. 30 seats every other year, 200 seats in Fall and 200 seats in Spring, etc.)? |
| Click to enter text |

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| **Course typically offered:** | |
| **Main Campus**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |
| **UA Online**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |
| **Distance Campus**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |
| **South Campus**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |
| **Phoenix Campus**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |
| **Community Campus**  *Not offered at this location* | **During:**  Fall  Spring  Summer Pre-Session  Summer 1  Summer 2  Winter |

**Co-Convened?**  YES  NO

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| **If yes, Co-Convened with:** | NEW COURSE  Course ID: Enter text  Subject: Enter text  Catalog Nbr: Enter text | EXISTING COURSE    Subject: Enter text  Catalog Nbr: Enter text |
| **Co-Convened Description** (if applicable): | Click to enter text | |
| **Graduate-level requirements for new co-convened 400 or 500-level course** (if applicable):  *Cannot exceed 254 characters with spaces* | Graduate level requirements include Enter text | |

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| **Enrollment Requirements:** | | |
| Does the course have requisites? | YES  Type:  Co-requisite  Pre-requisite  Course ID: Enter text  Subject: Enter text  Catalog Nbr: Enter text | NO |
| Existing Requirement Groups to be added? | YES  Requirement Group Type: Enter text  Long description of Requirement Group:  Enter text | NO |
| If a new requirement group is needed, describe the enrollment requirements for enforced prerequisites: | Click to enter text | |

**Short Course Title :** Enter text

*30 character limit including spaces*

**Long Course Title :** Enter text

*100 character limit including spaces*

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| **Course Description** |
| Click to enter text |

**First Effective Term :** Enter text

**Course Type :**  Permanent  Temporary

**Instructor(s) :** Enter text

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| **Provide a minimum of three learning outcomes for the course:**  *Co-convened courses must list differentiated graduate level outcomes. Outcomes must be included on the submitted syllabus.* |
| Click to enter text |

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| **Course Attributes** (select all that apply): | |
| **Second Language:**  1st semester  2nd semester  3rd semester  4th semester  Beyond 4th semester | |
| **Course Equivalencies** (choose one):  Crosslisted (Verify that course numbers are not currently active in the requested crosslisting course(s):   * Subject: Enter text * Course Nbr: Enter text   Equivalency  Mutually Exclusive  Explain the associated values for Course Equivalency or Mutually Exclusives Courses: Enter text | |
| **Freshman Colloquium:**  NO  YES | |
| **General Education Consideration:**  Tier 1 Individuals & Societies  Tier 2 Arts  Diversity Emphasis  Tier 1 Natural Sciences  Tier 2 Humanities  Tier 1 Traditions & Cultures  Tier 2 Individuals & Societies  Tier 2 Natural Sciences    Please explain how the course satisfies the General Education criteria in **the COH General Education Tier 1 or Tier 2 Course Form** (located at <http://humanities.arizona.edu/faculty/curriculum-review-process>). | |
| **Honors Course:**  Honors Course  Honors Contract  Not Applicable | |
| **Student Engagement Activity:**  Creative Expression  Community Partnership  Discovery  Entrepreneurship  Intercultural Exploration  Leadership  Professional Development  TBD | **Student Engagement Competency:**  Civic and Community  Diversity and Identity  Global and Intercultural  Innovation and Creativity  Interdisciplinary  Professionalism  Sustainability  TBD |
| **Available for Special Exam?**  Special Exam Credit Only  Special Exam Grade and Credit | |
| **Success Course Consideration:**  NO  YES  Appropriate supporting documentation must be provided.  See: <http://catalog.arizona.edu/2011-12/policies/success_crs.html> for more information. | |
| **Writing Emphasis Course:**  NO  YES  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 :** Enter text **Maximum Units :** Enter text

**Grading Basis :**

Regular Grades

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

Alternative Grades

ABCDE/SP

S, P, F

S, P, C, D, E

S, P, E

**Repeat for Credit?**  NO  YES

**Total Units Allowed ::**Enter text

**Total Completions Allowed :** Enter text

**Allow Multiple Enrollments in a Term?**  NO  YES

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| **Course Components** (select all that apply): | |
| 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?**  NO  YES | |

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| **Funding Analysis:** | | |
| **Does this course replace other course(s)?** | YES  Subject: Enter text  Course Nbr: Enter text | NO |
| **Is proposal associated with a new hire?** | YES | NO |
| **If no new hire and no course deletion, explain what adjustments will be made in current faculty teaching assignments?** | Enter text | |
| **Are there Intended Course Fees?**  A Course Fee Approval Form must be submitted after this course is approved and completed.  For more information, please visit <http://academicaffairs.arizona.edu/special-course-fees>) | YES  Amount: Enter text | NO |
| **What programmatic need does this course satisfy:** | Required for departmental undergraduate majors  Required for departmental undergraduate minors  Option in undergraduate curriculum  Proposed for General Education program  Required in graduate curriculum  Option in graduate curriculum  Other: Enter text | |
| **Are field trips included in course activities?** | YES  If yes, please provide details: Enter text | NO |

**A course syllabus must be submitted with the proposal.**

Please include all components required by the UA Undergraduate Course Syllabus Policy: <http://policy.arizona.edu/education-and-student-affairs/undergraduate-course-syllabus-policy>