

**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 textCatalog Nbr: Enter text  | [ ]  EXISTING COURSE Subject: Enter textCatalog 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-requisiteCourse ID: Enter text Subject: Enter textCatalog Nbr: Enter text  | [ ]  NO |
| Existing Requirement Groups to be added?  | [ ]  YES Requirement Group Type: Enter textLong 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 ExclusiveExplain 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 [ ]  YESAppropriate supporting documentation must be provided. See: <http://catalog.arizona.edu/2011-12/policies/success_crs.html> for more information. |
| **Writing Emphasis Course:** [ ]  NO [ ]  YESWriting 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 textCourse 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>