



**OFFICE OF ACADEMIC AFFAIRS
UNDERGRADUATE COURSE APPROVAL FORM
- NEW COURSE**

College: _____ Department or Program: _____

Course Number: _____ Course Title: _____ Credit Hours: _____
Effective Date: _____

Cross-Listed Course Numbers*: _____
**If this course is cross-listed with a graduate course, both the undergraduate and graduate syllabi must be provided to the graduate school for review.*

Fee: \$ _____

Catalog Description:

Prerequisites: _____
Prerequisites with Concurrency: _____
Co-Requisites: _____

Restriction: _____

Grading System: (A-F) (A-NC) Satisfactory/Unsatisfactory (S-U) Pass/Fail (P/F)

Does this course involve multiple academic units in the originating college? Yes No
If so, the chair of each academic unit should sign the form.

Does this course involve academic units external to the originating college? Yes No
If so, the dean of the originating college should obtain signatures of acknowledgement and optional comments from the other unit(s) before sending the proposal to the Undergraduate Curriculum Committee.

Is this a Laboratory course (stand alone or combined)? Yes No
If yes, indicate the number of credit hours for the lab and the number of contact hours.
_____ Credit hours _____ Contact hours

If the number of contact hours/credit is less than three, you must demonstrate that this complies with the UAH policy for Laboratory and Non-traditional courses.

If this is a studio (art or music), clinical, internship or study abroad course, indicate the type and answer the questions below:

- Studio Course _____ Credit hours _____ Contact hours
- Clinical Course _____ Credit hours _____ Contact hours
- Internship _____ Credit hours _____ Contact hours
- Study Abroad _____ Credit hours _____ Contact hours

Does the course comply with the UAH Policy for non-traditional courses? Yes No

Approvals:

Department Chair Date

College Curriculum Committee Date

College Dean Date

Undergraduate Curriculum Committee Date

Provost Date

Lab Fee:

Approved _____ Date _____

Not Approved _____ Date _____

Approvals of Other Academic Units in the College:

Department Chair Date

Department Chair Date

Acknowledgements:

Department Chair Date

College Curriculum Committee Date

College Dean Date

Comments (Optional):

Distribution: Provost, Dean, Department, Scheduling, Undergraduate Advising or Graduate Studies

COMPLETE FOR NEW COURSE OFFERINGS

Complete this form only if this course has never been taught at UAH before. If you are changing a course, renumbering a course, moving it to inactive status, bringing it back from inactive status to active status or changing a fee you should complete a different form.

Compare with existing catalog offerings, with justification if apparent overlap:

Course(s) for which this course is a prerequisite: _____

Is this course part of a program (college) core? _____

Is this course part of a new major or minor? _____

Is this course part of an accreditation requirement? If so, discuss content requirement and any faculty affiliation requirement: _____

Discuss demonstrated value of course. If appropriate, discuss previous offering in the form of special topics courses and enrollments. Discuss academic justification (for example: is the course a traditional offering at other universities). _____

Attach a detailed syllabus giving an overview and detailed outline of topics to be covered, including narrative description, course goals and structure (breadth or depth, analysis, design, laboratory), grading system and, if applicable, policies for attendance, academic misconduct, cell phone use, and etc.

Textbooks: _____

Intended Instructors: _____

Implications for faculty workload (e.g. what other courses will be offered less frequently or dropped): _____

Implications for facilities (are new facilities required; do new facilities necessitate a new course):

First semester to be offered: _____ Frequency of offering: _____

Provision for review: _____