

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



College: \_\_\_\_\_ Prefix/Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_

Banner Title: \_\_\_\_\_ (32 Characters) Credit Hours: \_\_\_\_\_ Offered: <sup>Fall</sup>  <sup>Spring</sup>  <sup>Summer</sup>

Full Course Name: \_\_\_\_\_

Instructional Method: <sup>Online</sup>  <sup>Hybrid</sup>  <sup>Classroom</sup>

Cross-listed: \_\_\_\_\_  
*Cross-listed courses must provide both graduate and undergraduate syllabi.*

Prerequisites: \_\_\_\_\_

Min. Grade: \_\_\_\_\_

Catalog Description: (300 Characters)

Co-requisites: \_\_\_\_\_

Prerequisites with Concurrency: \_\_\_\_\_

Restrictions: \_\_\_\_\_  
*Class, Level, Department, Program, College, etc.*

Grading System: <sup>A-F</sup>  <sup>A-NC</sup>  <sup>S-U</sup>

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

Does this course involve academic units external to the originating college? Yes  No   
*If so, deans of all colleges involved must sign this form.*

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.*

Lab Hours: \_\_\_\_\_ Contact Hours: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_

**Indicate type and hours for studio, clinical, internship, and study abroad courses.**

- Studio Course**    Studio Hours: \_\_\_\_\_    Contact Hours: \_\_\_\_\_    Total Credit Hours: \_\_\_\_\_
- Clinical Course**    Clinical Hours: \_\_\_\_\_    Contact Hours: \_\_\_\_\_    Total Credit Hours: \_\_\_\_\_
- Internship**    Internship Hours: \_\_\_\_\_    Contact Hours: \_\_\_\_\_    Total Credit Hours: \_\_\_\_\_
- Study Abroad**    Abroad Hours: \_\_\_\_\_    Contact Hours: \_\_\_\_\_    Total Credit Hours: \_\_\_\_\_

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

Discuss demonstrated value of course. Please justify why this new course is needed.

Will this course be required? Explain.

Is this course part of a program core? Explain.

Is this course part of a new major or minor? Explain.

Textbooks: \_\_\_\_\_

Intended Instructors: \_\_\_\_\_

Implications for faculty workload: \_\_\_\_\_

Implications for facilities: \_\_\_\_\_

*A detailed syllabus must be attached giving an overview of topics covered, course goals and structure, grading system, and policies.*

Department Chair: \_\_\_\_\_ Grad. Council: \_\_\_\_\_

College Dean: \_\_\_\_\_ Graduate Dean: \_\_\_\_\_

College Curriculum Committee: \_\_\_\_\_

Undergrad Curriculum Cmte: \_\_\_\_\_ Provost: \_\_\_\_\_

*Acknowledgements from other units:*

Department Chair: \_\_\_\_\_ College Dean: \_\_\_\_\_