AY 2024-2025 Fall Implementation: New Course Form - Undergraduate
Course

General Catalog Information   ⌃

Read before you begin

1. Help text is printed below many fields - please read reference as you work through the form.

2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.

3. Validate & Launch the proposal.

Department*

School of Education, English, etc.

Discipline*

Generally the course type will match your discpline.

Prefix*

Email curriculog@utc.edu to request a new prefix.

Number*

Email curriculog@utc.edu for a list of valid course numbers

Title*

Description*

[   ]

Credit Hours*

[   ]

Must be in parenthesis, i.e. (3) or (1-9).

Delivery Method*

☐ Face-to-Face

☐ Internet

☐ Hybrid

Select all that apply.

Course Information

Contact Hours

[   ]

Examples: For science courses: Lecture 3 hours, laboratory 2 hours. For art courses: Studio hours 6. For music: Class hours 2. For Nursing: Lecture 2 hours, clinical 6 clock hours.

Terms Offered

[   ]

Identify planned regular offering schedule: Fall semesters. Every semester. Fall and Spring semesters.

Prerequisites:

[   ]

You may enter any courses (if minimum grade required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before a student can take this course. Statement must end in "or department head approval."

Corequisites:

[   ]

You may enter any courses (if minimum score required is anything other than D, you must list it here) that must be taken during the same term the student is taking this course. Statement must end in "or department head approval."

Pre or Corequisites:

[   ]

You may enter any courses (if minimum score required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before or during the term the student is taking this course. Statement must end in "or department head approval."

Restrictions

[   ]

*Examples: *Junior standing. *Credit may not apply toward a chemistry major. *Open to Business Administration majors only.*

Mutually Exclusive

[   ]

*This field is used when students are not allowed to receive credit in two courses that have similar content but are not equivalent. Example: *No credit in WSTU 3180 after completing CRMJ 3310 with a grade of C or better. *Credit not allowed in both MATH 2550 and MATH 2560. *Credit not allowed in MATH 1830 after completion of MATH 1950 with a minimum grade of C.*

Cross Listed

[   ]

*This field is used for courses that are equivalent but are under different prefixes. You must use the formats below. Example: *May be registered as PSY 3150. No credit in both ANTH 3030 and PSY 3150. *May be registered as CPEN 3850, ENCE 3850 or ENEE 3850. Credit allowed in only one of the four courses.*

Fees

[   ]

*Examples: *Differential course fee will be assessed. *Laboratory/studio course fee will be assessed. *Communication fee will be assessed. *Safety and Licensure fee will be assessed. *Music course fee will be assessed. If you are requesting a new fee, please complete the Course Fee Approval Form under the Others proposal type.*

Grade Mode*

[   ]

Select the default grade mode. Courses are usually offered with Standard Letter Grade mode. Undergraduate courses may be offered as 'Satisfactory/No Credit.' Graduate courses may be offered as 'Satisfactory/No Credit' or 'Satisfactory Progress/No Satisfactory Progress.'

Can a student earn credit for this course more than once?*

○ Yes ○ No

Repeatable (R) courses are ones that students may complete and receive credit more than one time.

Is this course associated with approval of other curriculum proposals in the workflow?*

○ Yes

○ No

If Yes, then please specify.

[   ]

List the names of other proposal(s) associated with this proposal.

Does this course require a course fee AND/OR any new resources to implement?*

○ Yes

○ No

If Yes, then please specify.

[   ]

For course fees, please note the following: If this fee is a new fee, you must complete the Course Fee Approval Form. If this is an existing fee you are extending to this course, list the fee assessed per student/per credit hour and a brief rationale for why the fee is necessary to support this course.

Does this new course have the potential to affect other existing courses?*

○ Yes

○ No

If Yes, then please specify.

[   ]

Is this course required within a program?*

○ Yes

○ No

General Education Information ⌃

Is this course currently certified or seeking certification for General Education? If either are true, select 'Yes.'*

○ Yes ○ No

Selecting Yes routes the proposal to the General Education committee for review.

General Education Category:

[   ]

If you wish to certify this new course for General Education, include the name of the General Education category here (Quantitative Reasoning, Writing and Communication, etc.) In addition to submitting this new course proposal, you must also submit the appropriate category form that will be reviewed by the General Education committee.

Attachment List ⌃

Please attach any required files by selecting Files in the Toolbox sidebar.

Attached syllabus must comply with the official UTC Syllabus Format and reflect the same information contained in the proposal. Particular attention will be paid to the format, course description, prerequisites, corequisites, restrictions (such as major), learning outcomes, assignments, grading scale and class schedule. Failure to address any of these items will result in the proposal being rejected and returned to the originator.

Attached*

☐ I have attached an updated syllabus.

Justification for Addition of Course   ⌃

Justification for Addition*

[   ]

Please explain why the university should offer this course.

Departmental and College Committee Vote   ⌃

Votes for Departmental and College approval are required. The fields below are available for the Department Head and College Curriculum Committee Chair to record votes. Votes may also be identified in the comments when approving a proposal.

Departmental Vote (For - Against - Abstention)

[   ]

Use this field to record the department vote on this proposal i.e. (5-2-1).

College Committee Vote (For - Against - Abstention)

[   ]

Use this field to record the College Committee vote on this proposal i.e. (5-2-1).