**Before you complete the new add form template:**

1. Complete a syllabus using the following resources.
* [Graduate Syllabus Policy, Checklist, and Templates](https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate%22%20%5Co%20%22https%3A//catalog.arizona.edu/policy/graduate-course-syllabus-policy%22%20%5Ct%20%22_blank)
* [Undergraduate Syllabus Policy, Checklist, and Templates](https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template%22%20%5Co%20%22https%3A//catalog.arizona.edu/policy/undergraduate-course-syllabus-policy%22%20%5Ct%20%22_blank)
* Co-convened courses, 400/500 level, must meet all required items for both the undergraduate and graduate levels as listed in the above links to the General Catalog. Please provide one syllabus that meets the requirements linked above, making sure to highlight the graduate student differences.

\*House-numbered courses:

Syllabi are required for small group courses 498, \_95, \_96, 396H, \_97, and \_92 when created as a group directed research course. Syllabi are not required for 498H and for the individualized courses (\_91,\_92,\_93,\_94, \_99, 900, 908, 909, 910, 915, 920, 925).  See [University Wide House Numbered Courses](https://catalog.arizona.edu/policy/courses-credit/courses/house-numbered-courses) for details on course structure and grading requirements.

1. If you are wanting your new course to be a GENED, a GENED proposal is required.
* See <https://ge.arizona.edu/instructor-hub/ge-course-proposals> for details and assistance with GENED.
1. Fill out template.
2. Complete department/college curriculum committee requirements.
3. Department admin will use the template, syllabus (when required), and gened proposal(only for GENED courses) to submit the UA Course Management form in UAccess.

**Note:** Forms with missing required items or incomplete forms are returned to the initiator for update and the resubmission date will be considered the date of submission with the forms being processed in the order received.  Please note that the priority route start deadline is the final chance to get forms to be given priority for preview and route start and should not be considered a submission deadline. The deadline should be considered for urgent last minute items that are complete and will not need clarifications. The Course Catalog should be treated the same as programs and be done as far in advance of the needed term as possible.  See [Curricular Affairs-Course Approval](https://academicadmin.arizona.edu/curricular-affairs/dates-and-deadlines) for dates and deadlines and further course information.

**Template begins on the next page.**

**New Course Add Template**

Submitted by:

**Name:** Click here to enter text.

 **Phone:** Click here to enter text.

 **Email:** Click here to enter text.

 **Initiating Dept or Committee:** Click here to enter text.

 **Date:** Click here to enter a date.

**Course Details**

**Career:** [ ]  **Undergraduate** [ ]  **Graduate** [ ]  **Law** [ ]  **Medicine** [ ]  **Pharmacy**

[ ]  **Veterinary Medicine**

**Subject Area:**  Click here to enter text.

**Catalog Number:**  Click here to enter text.

**Course Typically Offered:**

The Typically Offered field is used to select the semesters that the course is usually taught in, corresponding to each campus (MAIN, UA ONLINE, Distance, South, Phoenix) that your program is currently approved to be offered on.

**Main Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**UA Online Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**Distance Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**South Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**Phoenix Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**Community Campus:** [ ]  **Fall** [ ]  **Spring** [ ]  **Summer** [ ]  **Winter**

**Other Typically Offered info (offered even/odd years, etc):** Click here to enter text.

**Co-Convened** courses (400/500 level only)**:**

If the course has a 400 or 500 catalog number and wants to have the option to be Co-Convened between undergraduate and graduate careers, the ending numbers must match and are Co-Convened on the Course Catalog here. Co-Convened courses are two separate courses (with the same two ending numbers) with separate course ID’s, one being 400 while the other is 500.

**Co-Convened:** [ ]  **Yes** [ ]  **No** (if yes) **With:** Choose an item. **(Transaction #)**

**Catalog ID of existing course:** Click here to enter text.

**Graduate Level Requirements:** Click here to enter text.

**Enrollment Requirements** (optional)**:** Click here to enter text.

**Requirement Type:** [ ]  **Course Requisite** (not enforced): Click here to enter text.

[ ]  **Requirement Group** (enforced): Click here to enter text.

**Short Course Title** (max 30 char.)**:** Click here to enter text.

**Long Course Title** (max 100 char.)**:** Click here to enter text.

**Course Description** (max 6 sentences)**:** Click here to enter text.

**First Term Effective:** Choose an item. **Year:** Click here to enter text.

**Course Type:**

[ ]  **Permanent**

[ ]  **Temporary**

(Temporary courses are fixed topics courses that will be used once or twice before no longer being needed by the department. They follow the same approval and review process and deadlines that permanent courses do, however, they are automatically set with an Inactive date one year after their first Active date when added to the Catalog).

**Responsible Instructor(s):** Click here to enter text.

**Learning Outcomes:** Learning outcomes are measurable statements or competencies indicating what a student should be able to do **once they complete the course**. They differ from Course Objectives in this aspect as course objectives describe what students will do throughout the duration of the course. Undergraduate course syllabi should include both Learning Outcomes and Course Objectives. Learning outcomes are important so that students understand from the syllabus what they are expected to learn and achieve in the course.  We suggest using a prompt such as “Upon completion of this course students will be able to:”  For more professional references about crafting learning outcomes and course objectives, see OIA’s [guide for developing course-level learning outcomes](http://policy.arizona.edu/sites/default/files/uploads/Course-Learning-Outcomes.pdf).**(include all learning outcomes on syllabus, minimum of 3 outcomes\*):** Click here to enter text.

**\*Note:** GENED Learning outcomes count towards the total number of learning outcomes, but a minimum of three learning outcomes overall are required regardless of GENED specific requirements.

**Course Attributes**

**Second Language**

[ ]  **1st Semester (GEFN-2LAN1)**

[ ]  **2nd Semester (GEFN-2LAN2)**

[ ]  **3rd Semester (GEFN-2LAN3)**

[ ]  **4th Semester (GEFN-2LAN4)**

[ ]  **Beyond 4th Semester (GEFN-2LAN4)**

**English Composition**

[ ]  **1st Semester (GEFN-ENG1)**

[ ]  **2nd Semester (GEFN-ENG2)**

[ ]  **Composition Combo (GEFN-ENG12)**

**Math Strand**

[ ]  **General (GEFN-MGEN)**

[ ]  **Moderate (GEFN-MMOD)**

[ ]  **Substantial (GEFN-MSUB)**

**Course Equivalency**

[ ]  **Cross Listed (CE-CL) [with:** Click here to enter text.**]**

Indicate what other subjects you would like the course cross-listed with in the field above.

[ ]  **Equivalent (CE-EQ) [to:** Click here to enter text.**]**

Must provide the courses with 70% content overlap with the course being modified and summarize why the equivalency group is needed in the field above.

[ ]  **Mutually Exclusive (CE-ME) [to:** Click here to enter text.**]**

Must have an anti-requisite in the new or modification to requirement group section of the form and the course ids for the other course(s) involved and requisite type must be listed in the course id section of the Enrollment Requirements portion of the form. List the explanation of how the courses are mutually exclusive in the field above.

[ ]  **Freshman Colloquium (**only 195 [House Numbered Course](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses)**)**

**Honors Course-** select one if appropriate.

[ ]  **Honors Course (HNRS-HCRS)**

Honors course means all students in the course are honors students.

[ ]  **Honors Contract Available (HNRS-HCON)**

Honors level course work is available to students on an individual basis. Students will reach out to the instructor to discuss use of the honors contract.

**\*Honors sections are done at the section level once the course has been approved and is in the Catalog. See** [**here**](https://frankehonors.arizona.edu/academics/honors-courses/honors-college-courses/course-policies)**.**

**Available for Special Exam-** select one if appropriate (not available at the graduate level).

[ ]  **Special Exam- Credit Only (SPEX-SPEXCR)**

[ ]  **Special Exam- Grade and Credit (SPEX- SPEXGC)**

**Student Engagement -** Student engagement requires engagement attributes SEC and SEA for both an Activity and Competency. There should be no more than one selection per category.  If unsure how to proceed please use the following resources:

* UA Contact for questions on student engagement [Student Engagement &Career Development](https://career.arizona.edu/resources/100-engagement-faculty-staff/)
* Student engagement policies are located in [General Catalog Student Engagement Policies](https://catalog.arizona.edu/policy/policies-student-engagement) section.

**Student Activity Engagement (SEA) –**

[ ] Creative Expression (SEA-CE)

[ ] Community Partnership (SEA-CP)

[ ] Discovery (SEA-DI)

[ ] Entrepreneurship (SEA-EN)

[ ] Intercultural Exploration (SEA-IE)

[ ] Leadership (SEA-LE)

[ ] Professional Development (SEA-PD)

[ ] Engagement Activity TBD (SEA-TD)

 **Student Engagement Competency (SEC) -**

[ ] Civic and Community (SEC-CCR)

[ ] Diversity and Identity (SEC-DID)

[ ] Global and Intercultural (SEC-GIC)

[ ] Innovation and Creativity (SEC-INC)

[ ] Interdisciplinarity (SEC-INT)

[ ] Professionalism (SEC-PRO)

[ ] Sustainability (SEC-SUS)

[ ] Engagement Competency TBD (SEC- TBD)

**General Education –** General Education requires GEED and GEAT attribute minimum and a GENED proposal. No more than one category should be selected for GEED, up to 2 attributes may be chosen for GEAT (with the exception of DE & DEUS, only one of these may be selected).  If unsure how to proceed please use the following resource:

* [General Education Course Proposals](https://ge.arizona.edu/instructor-hub/ge-course-proposals)
* Please reach out to courseapproval@arizona.edu for questions concerning the “Additional Learning Outcomes” section. GENED may be contacted for any other inquiries on the General Education tab of the form.

**General Education Attributes (GEAT) –**

[ ] Diversity / Equity (GEAT-DE)

[ ] Diversity / Equity US Context (GEAT-DEUS)

[ ] Quantitative Reasoning (GEAT-QNT)

[ ] Writing (GEAT-WRIT)

[ ] World Cultures & Societies (GEAT-WRLD)

**General Education (GEED) –**

[ ] Building Connections (GEED-BC)

[ ] Exploring Perspectives Artist (GEED-EPART)

[ ] Exploring Perspectives Humanist (GEED-EPHUM)

[ ] Exploring Perspectives Natural Scientist (GEED-EPNAT)

[ ] Exploring Perspectives Social Scientist (GEED-EPSOC)

[ ]  **Success Course**

* **For whom is the course designated (which students targeted)?** Click here to enter text.
* **Is the course required for targeted students?** [ ]  **Yes** [ ]  **No**
* **Please explain how the course satisfies the criteria below:**
	+ **Self-exploration and development:** Click here to enter text.
	+ **Major exploration:** Click here to enter text.
	+ **Preparation for careers or graduate school:** Click here to enter text.
	+ **Tools that can help students succeed in their major:** Click here to enter text.

[ ]  **Writing Emphasis Course-** regular junior or senior level courses in which at 60% of the grade awarded is determined by written work appropriate to the academic discipline.

**Additional Course Information**

**Minimum Units:** Click here to enter text.

**Maximum Units:** Click here to enter text.

**Grading Basis:** Choose an item. **Other:** Click here to enter text.

**Repeat for Credit:**

[ ]  **Yes** [ ]  **No**

if yes: **Total Units Allowed(required):** Click here to enter text.

**Total Completions Allowed(required):** Click here to enter text.

**Allow multiple sections to be taken in one term?** [ ]  **Yes** [ ]  **No**

**\*Please note before selecting “yes”:**

**Repeating a Course:** Taking the same course to attempt to improve one’s grade. The content is the same and no additional credit is given. See General Catalog-Repeating a Course for full details on repeating a course and the limitations.

**Repeat for Credit:** Courses taken more than once for additional credit. The content in the course changes each time taken. I.E. special topic house numbered colloquium, seminar, workshop, and individual study courses. Outside the house numbers fixed multiple topic courses, i.e. CRL 101, and studios may be repeat for credit.

**Course Components:** Course components designate distinct parts of the overall course offering, e.g. lecture, laboratory, seminar, discussion, etc. One course may have multiple components if needed. If multiple components are needed, one component must be the primary/graded component, and the others may be designated as either required or optional. When multiple components are identified, the sum of the Workload Hours must equal the total units for the course. See the [House Numbered Courses](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses) and [Course Component Handout](https://catalog.arizona.edu/sites/default/files/Component%20Handout.pdf) for component type specifics and restrictions (ex. \_94 catalog numbers must be used for courses with a practicum component).

 **Primary/Graded Component:** Choose an item. **Final Exam:** [ ]  **Yes** [ ]  **No**

 **Workload Hours:** Click here to enter text.

**Additional Components** (if needed)**:**

1. **Component Type:** Choose an item. **Optional:** [ ]  **Yes** [ ]  **No Workload Hours:** Click here to enter text.
2. **Component Type:** Choose an item. **Optional:** [ ]  **Yes** [ ]  **No Workload Hours:** Click here to enter text.

**Funding Analysis**

**What course, if any, does this course replace?** Click here to enter text.

**Is the proposal of this course associated with a new hire?** [ ]  **Yes** [ ]  **No**

* **if no new hire and no associate course deletion, what adjustments will be made to current faculty teaching assignments?** Click here to enter text.

**What programmatic need does this course satisfy (required or optional in what undergraduate or graduate majors, minors, or certificates)?** Click here to enter text.

**Field Trips (if field trips are required, please give details):** Click here to enter text.