**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:**

**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** (400/500 level only)**:** [ ]  **Yes** [ ]  **No**

(if yes) **With:** Choose an item.

 **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** (no char. limit)**:** Click here to enter text.

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

**Course Type:** [ ]  **Permanent** [ ]  **Temporary**

(Temporary courses follow the same approval and review process and deadlines that permanent courses do, but 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**. These 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.

**Course Attributes**

**Second Language**

[ ]  **1st Semester**

[ ]  **2nd Semester**

[ ]  **3rd Semester**

[ ]  **4th Semester**

[ ]  **Beyond 4th Semester**

**Course Equivalency**

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

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

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

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

[ ]  **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.

**General Education courses:**

* Gen-Ed refresh being implemented, so temporarily no new Gen-ed courses are being reviewed. template will be updated once the new Gen-Ed information is available.

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

[ ]  **Honors Course**

[ ]  **Honors Contract available**

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

[ ]  **Special Exam- Credit Only**

[ ]  **Special Exam- Grade and Credit**

[ ]  **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 enrollments in one term?** [ ]  **Yes** [ ]  **No**

**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.

 **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.

**Intended Course Fees(**\*\*please note that once a course is approved and added to the course catalog any intended fees must be submitted as a UA Course Fee Add form**)**: 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.

**\*\* A course syllabus must be submitted in addition to this document. Syllabi must contain all required items listed in the general catalog links below:**

* [**Undergraduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template)
* [**Graduate Course Syllabus Policy**](http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate)

**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.**