

FOR OFFICE USE ONLY
LX-138C R&R rev. 1/98

LX 138C CURRICULUM FORM - NEW OR REVISED COURSE

1ST Reading _____
2ND Reading _____
Action _____
FFFUPD _____
SNAP _____
Dept./ARC _____
Catalog _____
Proposal # _____

NEW COURSE-complete both side
 COURSE REVISION-check all changes

_____ title _____ course description
_____ number(was _____) _____ prerequisites
_____ credits _____ convert to U/G (slash)
_____ instructional pattern _____ grading pattern
_____ course deletion _____ other _____

SUBMIT 1 YELLOW SIGNED ORIGINAL AND 24 WHITE COPIES TO RECORDS AND REGISTRATION OFFICE, 117 GRAFF MAIN. DEADLINE IS THURSDAY MORNING PRIOR TO THE NEXT TUESDAY MEETING.

NEW UMBRELLA course topic requires Dept. Chair's & Dean's approval, not committee. Submit signed original, no copies, to Records & Registration.

SLASH courses need approval at both levels.

EFFECTIVE DATE: _____
semester/year

Type of course:
_____ General Education (requires Gen.Ed Com. approval after UCC)
_____ Undergraduate
_____ Graduate
_____ Combined U/G (slash)

Course is offered:
_____ both semesters
_____ fall only
_____ spring only
_____ other - describe

Length of course:
_____ full semester (14 weeks)
_____ half semester (7 weeks)
_____ other - describe

Contact hrs (list number per wk): _____
_____ classroom (14 wk. standard=
1 hr/cr/wk or 770 min/cr)
_____ lab/studio (14 wk. standard=
2-3 hrs/wk.= 1 hr classm
_____ scheduled out-of-class activity
_____ independent study

Repeatable for credit? No Yes
If yes, maximum credits _____

Grade Pattern:
_____ letter grade
_____ pass/fail

Cross Listed? No Yes
If yes, list course(s) _____

Dept.	Course Number*	Credits
ENGLISH	_____	_____
range	If slash, list both levels	If variable, include

*Refer to dept. numbering guidelines. Call R&R for new number assignment.

Course Title:
New Umbrella Course Topic Title:

18 character abbreviation as it should appear on student transcript:

Course description to appear in university catalog:

Prerequisite(s) to appear in catalog description:

Other restrictions to appear in catalog description:

Dept. Chair and Dean's signatures certify qualified instructional staff; adequate student demand; adequate facilities; appropriate equipment & materials; consideration of exceptional course fees (above \$20); and approval of college/school curriculum committee, if applicable; and communication with other affected units.

APPROVALS: (Cross-listed courses require both/all department chair signatures.)

Department Chair(s)/Date: _____

Dean/College/Date: _____

Signed after curriculum committee approval:

Committee Chair/Date: _____

Provost/Vice Chancellor/Date: _____

Registrar/Date: _____

A. JUSTIFICATION FOR OFFERING THIS COURSE: (Attach justification on separate sheet, if necessary.)

1. Justification for offering this course:

2. Projected enrollment (per semester offered): _____ undergraduate _____ graduate

3. Relationship of proposed course to other courses within department, e.g. replaces a course, part of sequence, other course changes, etc.

4. Programs potentially served by this course:

5. New course will be a requirement in a program (major/minor/emphasis/etc.)
NO YES If yes, a revised program LX-138P must be submitted to include this course.
New course will be an elective in a program (major/minor/emphasis/etc.)
NO YES If yes, specify all programs if department has more than one.

Specify in which elective category the course should be included, if applicable:

Elective course applies to students under _____ new catalog only _____ A revised LX-138P is not necessary if the course is only an elective. SNAP reports and the catalog can be changed from this information. It does require signature of program head.

B. OTHER CONSIDERATIONS:

1. Course is compatible with departmental assessment plan: _____ Yes _____ No _____ N/A
2. Consultation with library about required resources: _____ Yes _____ No X N/A
3. Consultation with information technology: _____ Yes _____ No X N/A
4. If primarily offered as distance education course, indicate the type of technology used.
N/A

5. Formal consultation with other academic departments about course content duplication: _____ Yes _____ No _____ N/A
If yes, list departments and provide written documentation from those departments.

6. **GRADUATE LEVEL ONLY:** All graduate courses must be sponsored by a department which offers a graduate program. If the department offering the course does not have a graduate program, endorsement of the course is needed by a department which does have one. The signature of that department chair/program director is required.

Name of Graduate Program if other than home department

Signature of Department Chair
Program Director if no department

LX-139

R&R OFFICE
REV.11/95

COURSE OBJECTIVES AND OUTLINE

Date _____

Dept. _____

Course
No. _____

Course
Title: _____ Cr. _____

Topic Title: _____
(For new umbrella course topics only)

Objectives of the course:

Outline of course content: (Continue on separate sheet if more space is required)

Instructional methods and evaluation procedures usually employed:

Instructional pattern: (Based on a 14 week semester)

Instructional Pattern: (Other than Semester)

_____ Lecture or discussion (No. Of class hrs/week)

_____ Lecture or discussion (No. Of class hrs/week)

_____ Supervised laboratory or studio

_____ Supervised laboratory or studio

_____ Other scheduled or required activity

_____ Other scheduled or required activity

Principal Activity(ies) usually required of Undergraduate-level students:

Principal Activity(ies) usually required of Graduate-level students