

NEW COURSE OUTLINE

Departments/units should complete this form, obtain all necessary approvals and submit to their College Office to establish a new course. The outline will be reviewed by the College and forwarded to appropriate campus offices for additional approval.

All gray boxes on this form, except gray check boxes, are expandable text fields. Place your cursor in the box and start typing.

Instructions and guidance to complete certain numbered items in this form are contained in *Proposing New Courses* (http://provost.illinois.edu/programs/cps/proposingcourses.html) and *Procedures for Presenting New or Revised Graduate Courses* (http://www.grad.illinois.edu/courses-procedures).

Proposed Effective Term: [ ]  Fall  [ ]  Spring [ ]  Summer – 20

Department/Unit Name:

Department/Unit ORG Code: 1

1. Course Subject and Number:
2. Course Title (limit to 30 characters):
3. Coursedescription (Include subject matter, and any special course requirements such as field trips, special equipment, etc. Exclude other course information of any numbered items below; the Office of the Registrar will include it in the *Course Catalog* entry. It should read like a publication abstract and ideally be limited to about 75 words.):

1. Course prerequisites (prerequisite statements are not enforced through the Banner system):

1. Is there a restricted audience for this course? (Audience restrictions may only be placed in the Class Schedule. Do not include in prerequisite statement.)

[ ]  Yes [ ]  No If yes, please specify the restrictions (e.g., “for majors only” or “junior standing required”):

**COURSE JUSTIFICATION**

1. **Please attach the course syllabus.** The syllabus should include basic and recommended texts (author, title, year of publication) as well as a list of the principal topics covered in this course, number of examinations, contact hours, work required of students, and basis for determining grade.
2. Justify the course in terms of new subject matter and how the addition of this course relates to the overall pattern of courses in your unit:
3. Explain the nature and degree of duplication or overlap with existing courses on campus:

**Note:** If the proposed course has significant overlap with an existing course outside your unit, please obtain a letter of comment from that unit’s executive officer.

**COURSE DETAIL**

1. Frequency with which this course will be offered (mark all that apply):

[ ]  Every fall [ ]  Every spring [ ]  Every summer [ ]  Other (describe, e.g. “Spring terms, odd years”):

1. Duration of course: [ ]  Full term [ ]  Less than full term (describe) :
2. Anticipated enrollment:
3. Expected distribution of student registration:

Freshman:    % Sophomore:    %

Junior:    % Senior:    %

Graduate:    % Professional:    %

1. Course credit (The number of class contact hours in organized instruction is one factor affecting the amount of credit earned. It is customary for courses to meet 14 to 20 hours per semester for each hour of credit earned. See *Student Code* Article 3, Part 7, § 3-704 (b) {http://admin.illinois.edu/policy/code/article3\_part7\_3-704.html} for an explanation of the relationship between course credit and contact hours.):
2. **Undergraduate credit only**

100- to 300-level:      \* undergraduate hours

400-level:      \* undergraduate hours (no graduate credit available)

1. **Both Undergraduate and Graduate credit**

400-level:      \* undergraduate hours **and** 400-level:      \* graduate hours

Note: Courses offered for both undergraduate and graduate credit require completion of Item 14.

1. **Graduate credit only**

500-level:      \* graduate hours

Note: Courses offered for graduate credit require completion of Item 14.

1. **Professional credit only**

600- and 700-level:      \* professional hours

1. **Both Graduate and Professional credit**

     \* graduate hours **and**       \* professional hours

Note: Courses offered for both graduate and professional credit require completion of Item 14.

\* For A-E, if a course is offered for varying amounts of credit please select one of the two options:

 [ ]  Variable credit: this course is available for a range of credit hours (e.g., 1 to 3 hours)

 [ ]  Differential credit: this course is only available for two distinct credit-hour options (e.g., 1 or 3 hours)

In addition, complete Item 15.

1. For any course awarding graduate credit, please justify why it should, in terms of level of content, previous knowledge required, relevance to current research, methodology, etc. (See *Graduate College Policy for Proposed New and Revised Courses that Carry Graduate Credit* for criteria to judge graduate courses.):
2. For any course requesting variable or differential credit, please justify why the amount of credit varies and specify the work required for the additional credit:
3. May this course be repeated? (See *Procedures for Presenting New or Revised Graduate Courses* or Provost's *Proposing New Courses* for guidance in completing Parts A - C.)

[ ]  Yes [ ]  No If yes, please fill out A - C below:

**A. Course Type**

Indicate the **one** type of course the proposed course matches:

[ ]  Honors [ ]  Subject mastery/skill proficiency [ ]  Individualized instruction

[ ]  Research or ongoing study [ ]  Special topics, seminars [ ]  Applied experiences

**B.** **Repeatable – same term**

May students register in this course more than once (duplicate registration) in the same term?

[ ]  Yes [ ]  No If yes, for how many total hours (fill all fields: NA = not applicable; U = unlimited)?

      undergraduate;       graduate;       professional

[ ]  check if “if topics vary” is an added qualifier

**C. Repeatable – separate terms**

May this course be repeated in separate terms?

[ ]  Yes [ ]  No If yes, for how many total hours (fill all fields: NA = not applicable; U = unlimited)?

      undergraduate;       graduate;       professional

[ ]  check if “if topics vary” is an added qualifier

1. Are there credit restrictions?

[ ]  Yes [ ]  No If yes, please specify the restrictions (e.g., for MATH 221: “Credit is not given for both MATH 221 and MATH 220.”):

1. Grading Type:

[ ]  Letter grade

[ ]  S/U (Any course offered for zero hours of graded credit must include S/U grade mode.)

[ ]  Both If Both is selected, which should be the default mode? [ ]  Letter grade [ ]  S/U

[ ]  DFR If DFR is selected, please justify the use of the grade:

**CROSS-LISTING**

1. Is this course to be cross-listed?

[ ]  Yes [ ]  No If yes, please complete A and B and take notice of C:

A. Indicate the subject and course number of the cross-listing(s) (please note, all cross-listed courses must be offered at the same numerical level):

B. Please give the justification for establishing the cross-listing:

C. **Note: Additional approvals are required to establish a cross-listing.** An authorized official of each non-controlling department must endorse the cross-listing. In addition, if the cross-listing involves a different college, a dean of that college must also approve. (Letter, e-mail, or use of the Additional Approvals signature block at the end of this form are all acceptable methods of endorsement or approval.)

**ADDITIONAL COURSE INFORMATION**

1. Does this course replace an existing course?

[ ]  Yes [ ]  No If yes, please list the course to be discontinued and note that submission of a Course Revision Form is necessary to remove it from the Course Catalog:

1. Does the addition of this course impact other courses (i.e., prerequisite or credit restriction statements)?

[ ]  Yes [ ]  No If yes, please list the course(s) affected, and note that submission of Course Revision Form(s) are necessary to update the impacted course(s):

1. Does the addition of this course have any impact on your department’s current curriculum (i.e., Programs of Study catalog, concentrations, minors, etc.)?

[ ]  Yes [ ]  No If yes, please specify the curriculum and explain:

1. Has this course been offered as a special topics or other type of experimental course?

[ ]  Yes [ ]  No If yes, please indicate the Banner subject, course number, section ID, term, and enrollment for each offering:

1. Will this course be submitted for General Education credit?

[ ]  Yes [ ]  No

1. Does this course require students to register in multiple schedule components (e.g., lecture and a lab)?

[ ]  Yes [ ]  No

1. Is a special facility needed to effectively teach this class (e.g., lab, studio, or ITS room)?

[ ]  Yes [ ]  No If yes, please describe:

1. Will this course be offered on-line?

[ ]  Yes, online only [ ]  Yes, online and traditionally [ ]  No

1. Faculty member(s) who will teach this course:
2. Course proposed by:       Date:

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| --- |
| **NEW COURSE OUTLINE APPROVALS Course Subject and Number**:         (Signatures required) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department/Unit | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School (if applicable) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduate College (Requests for Graduate Credit) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Provost | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| **ADDITIONAL APPROVAL(S)**The space below may be used for additional approvals involving cross-listed courses. – see Section 19.C; – in lieu of letters or e-mails. Indicate department or college after signature and provide date. |

 Revised 8/2012