**Recommendation to Add a New Course**

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**

**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:** [ ]  **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)**:**

[ ]  **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 statements that describe how students will demonstrate the knowledge, abilities, or perspectives that you intend for them to acquire in the course. Most courses have several learning outcomes that collectively describe what the instructor values as products of the learning experiences in the course. See the [UA Assessment website](http://assessment.arizona.edu/information_sheets) for more information.

**(include all learning outcomes on syllabus, with a minimum of 3 outcomes):** Click here to enter text.

**Textbooks** (optional)**:**

1. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** Click here to enter text.
2. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** Click here to enter text.
3. **ISBN:** Click here to enter text. **Title:** Click here to enter text. **Author:** Click here to enter text. **Edition:** 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.**)**

[ ]  **First-Year Colloquium**

[ ]  **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**

**A moratorium has been placed on adding courses to the outgoing Tier curriculum for General Education. Please see information about the new General Education curriculum and timelines at** [**https://provost.arizona.edu/content/general-education-refresh**](https://provost.arizona.edu/content/general-education-refresh)**.**

**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 least half the grade awarded is determined by written work appropriate to the academic discipline.

**Additional Course Information**

**Minimum Units (**[**Credit Definitions policy**](https://catalog.arizona.edu/policy/credit-definitions)**):** 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:** Click here to enter text.

 **Total Completions Allowed:** 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 (Workload Hours must be divided between components using whole numbers only).

See [University-Wide House Numbered Courses](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses) policy and [Course Component Handout](https://catalog.arizona.edu/sites/default/files/Component%20Handout.pdf) for component descriptions and additional information on contact hour and grading basis requirements for specific component types.

 **Primary Component:** Choose an item.

**Final Exam** **(**[**policies and procedures**](https://registrar.arizona.edu/finals)**):** [ ]  **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** **(**[**course fee information**](https://academicadmin.arizona.edu/university-fees/course-fees/information-faculty-and-staff)**):** 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. All undergraduate and graduate level course syllabi must include all required information listed in the Course Syllabus Policies found in the General Catalog:**

* [**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)