**Recommendation to Add a New Course**

**(alternate version for use on Apple computers or outside of Microsoft Word)**

**To select checkbox items on this form, highlight desired text in red.**

Submitted by:

**Name:**

**Phone:**

**Email:**

**Initiating Dept or Committee:**

**Date:**

**Course Details**

**Career:**

**☐ Undergraduate ☐ Graduate ☐ Law ☐ Medicine ☐ Pharmacy**

**Subject Area:**

**Catalog Number:**

**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):**

**Co-Convened: ☐ Yes ☐ No**

(if yes) **With: ☐ Existing Course ☐ New Course**

**Catalog ID of existing course:**

**Graduate Level Requirements:**

**Enrollment Requirements** (optional)**:**

**☐ Course Requisite** (not enforced):

**☐ Requirement Group** (enforced):

**Short Course Title** (max 30 char.)**:**

**Long Course Title** (max 100 char.)**:**

**Course Description** (no char. limit)**:**

**First Term Effective: ☐ Fall ☐ Spring ☐ Summer Year:**

**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):**

**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):**

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

1. **ISBN:**

**Title:**

**Author:**

**Edition:**

1. **ISBN:**

**Title:**

**Author:**

**Edition:**

1. **ISBN:**

**Title:**

**Author:**

**Edition:**

**Course Attributes**

**Second Language**

**☐ 1st Semester**

**☐ 2nd Semester**

**☐ 3rd Semester**

**☐ 4th Semester**

**☐ Beyond 4th Semester**

**Course Equivalency**

**☐ Cross Listed**

**with:**

**☐ Equivalent**

**to:**

**☐ Mutually Exclusive**

**to:**

**☐ First-Year Colloquium**

**☐ Success Course**

* **For whom is the course designated (which students targeted)?**
* **Is the course required for targeted students?**

**☐ Yes ☐ No**

* **Please explain how the course satisfies the criteria below:**
  + **Self-exploration and development:**
  + **Major exploration:**
  + **Preparation for careers or graduate school:**
  + **Tools that can help students succeed in their major:**

**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**

**☐ Honors Course**

**☐ Honors Contract available**

**Available for Special Exam** (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)**):**

**Maximum Units:**

**Grading Basis:**

**☐ Regular Grades (ABCDE)**

**☐ Alternative (SPF)**

**☐ Pass/Not Pass (PF)**

**☐ Student Option (ABCDE/PF)**

**☐ Other:**

**Repeat for Credit: ☐ Yes ☐ No**

if yes: **Total Units Allowed:**

**Total Completions Allowed:**

**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:**

**☐ Colloquium**

**☐ Independent Study**

**☐ Laboratory**

**☐ Lecture**

**☐ Practicum**

**☐ Seminar**

**☐ Studio**

**☐ Workshop   
Final Exam (**[**policies and procedures**](https://registrar.arizona.edu/finals)**): ☐ Yes ☐ No**

**Workload Hours:**

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

1. **Component Type:**

**☐ Colloquium**

**☐ Independent Study**

**☐ Laboratory**

**☐ Lecture**

**☐ Practicum**

**☐ Seminar**

**☐ Studio**

**☐ Workshop**

**Optional Component: ☐ Yes ☐ No**

**Workload Hours:**

1. **Component Type:**

**☐ Colloquium**

**☐ Independent Study**

**☐ Laboratory**

**☐ Lecture**

**☐ Practicum**

**☐ Seminar**

**☐ Studio**

**☐ Workshop**

**Optional Component: ☐ Yes ☐ No**

**Workload Hours:**

**Funding Analysis**

**What course, if any, does this course replace?**

**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?**

**Intended Course Fees (**[**course fee information**](https://academicadmin.arizona.edu/university-fees/course-fees/information-faculty-and-staff)**):**

**What programmatic need does this course satisfy (required or optional in what undergraduate or graduate majors, minors, or certificates)?**

**Field Trips (if field trips are required, please give details):**

**\*\*\* 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)