UNIVERSITY OF NEVADA, RENO ~ University Courses and Curricula Committee

New or Changed Course Proposal Form

http://www.unr.edu/provost/curriculum-central

Major curricular requests for new programs, degrees, majors, minors, options and new course prefixes require detailed justification and should be submitted as described in the Administrative Manual (Section 6,000-6,499). **HELP IS AVAILABLE.**

INSTRUCTIONS: Complete this form to delete a course, add a course, or change an existing course.

- You are encouraged to contact the UCCC Secretary at **682-8076** or the Provost's Office at **784-4710** for technical support and research assistance **early** in the preparation of your proposal i.e. preparation of CCN forms , library assessment forms, catalog copy, database (course history) research, program impact/overlap.
- **This form and all attachments** must be reviewed by the department and college/school curriculum committees, prior to submission for review by the University Courses and Curriculum Committee (UCCC).
- Submit an electronic copy of this form and all attachments to the Provost's Office after department and college/school reviews are complete. Proposals delivered electronically must come from or through (listed on "cc" line) the Associate Dean and be emailed to UCC@unr.edu

STEP 1: IDENTIFY THE DEPARTMENT, COLLEGE AND COURSE

Date: College/Group: Dept/Organization:

Name of submitter: Email address: Phone No.:

Existing Course Prefix and Number: New Course Prefix and Number:

First semester new/changed course be offered:

Semesters course will typically be offered: ☐ Every Spring ☐ Every Fall ☐ Other (explain)

STEP 2: IDENTIFY THE ACTION REQUESTED (Choose all boxes that apply. Required supplemental materials are detailed below.)

☐ Delete this course. (Attach supplemental material C and D if applicable)

☐ Create an entirely new course. (Attach supplemental material A, B, C, D, and E.)

☐ Create a new course cross-listed with an existing course (Attach supplemental material A, B, C, D, and E.) Parent Course:

☐ Change an existing course. Check all below that apply.

- ☐ Change existing course number. (Attach supplemental material C, D and E ,if applicable.)
- ☐ Change existing course title. (Attach supplemental material C and E, if applicable.)
- ☐ Change existing course prefix. (Attach supplemental material C, D, and E if applicable.)
- ☐ Change number of course credits. (Attach supplemental material A, C, and E if applicable.)
- ☐ Change in components. (Attach supplemental material A , C, and E if applicable.)
- ☐ Change in course description wording. (Attach supplemental material A, B, C, and E if applicable.)
- ☐ Change in learning outcomes. (Attach supplemental material A, B, and E.)
- ☐ Change in grading basis. (Attach supplemental material A.)
- ☐ Change in mode of instruction. (If sections of this course are/will be offered completely online (WB or WM), attach supplemental material E.)
- ☐ Change the prerequisite/co-requisite. (Continue with step 3) If proposed change is limited to course pre/co-requisites, use the form at http://www.unr.edu/Documents/provost/provosts-office/forms/CCPrereqChangeForm.pdf

Is the prerequisite/co-requisite from a different college? ☐ Yes ☐ No

Have the NSHE community colleges been contacted regarding this change? ☐ Yes ☐ No

If yes, who was contacted?

TMCC - Name WNC - Name

GBC - Name CSN - Name

SUPPLEMENTAL MATERIALS

a) **Course Syllabus** --For all new courses and any existing courses with applicable changes, attach a sample course syllabus. A syllabus checklist can be found at: **http://www.unr.edu/provost/curriculum-central/curricula-forms-and-guidelines/syllabus-guidelines.** For **400/600 level courses**, the additional work to be done by graduate students and the grading criteria for that work must be clearly described on a combined 400/600 syllabus or a separate 600-level syllabus. All new or revised 400/600 course proposals must also attach responses to the questions listed on the following link - "Supplemental Instructions for 400-600 Courses" **http://www.unr.edu/provost/curriculum-central/curricula-forms-and-guidelines/supplemental-instructions**

b) **Information Resources Assessment Form** --For all new courses and existing courses with new descriptions, attach a Information Resources Assessment Form. (Please allow up to ten working days for Library review.) **http://knowledgecenter.unr.edu/instruction/bibform.pdf**

c) **Common Course Numbering Form** —Required for **undergraduate** courses only. One copy of this form and responses may be attached with proposal. If a form is not attached, one will be prepared in A&R as part of the technical review process. Faculty will be responsible for addressing questions/concerns from other institutions. Instructions:

Master list: http://dewey.scsr.nevada.edu:7779/pls/apex/f?p=191:33:746565802388221
Common Course Numbering form: http://system.nevada.edu/tasks/sites/Nshe/assets/File/CCN---Course-Addition---Deletion-For.pdf

d) **Transfer Agreements** (for undergraduate courses only) – view and print current TMCC and WNC Major- to-Major agreements **https://www.cis.unr.edu/TransferArticulation/TransferData** . Mark required changes and attach. If this course is part of a new program, new TMCC and WNC transfer agreements must be submitted with the program proposal.

e) **Online Instruction Quality Approval Form** - required for all new and existing courses for which an instruction mode of WB or WM is indicated (see Step 3, "Instruction Mode"). See the University Administrative Manual policy on Approved Procedures for Online Courses, and Online Instruction Quality Approval Form.

STEP 3: DESCRIBE THE CHANGES TO COURSE DESCRIPTIONS IN THE UNIVERSITY CATALOG

a) If this is a change or a replacement of an existing course, copy and paste (http://www.catalog.unr.edu) the prefix, number, lecture/lab ratio, credits, and catalog description including pre and/or co-requisites of the existing course here.

b) Provide the following for new/changed courses: Course prefix: Course number:

Title (not to exceed 60 characters; spaces count):

Credits/units: # fixed: or # variable from: to

☐ Mark this box if this course is repeatable for additional credit. If repeatable, maximum # of credits

If repeatable, can students enroll in the course multiple times in one term? ☐ Yes ☐ Yes, but only if the topics differ ☐ No

Components - Complete each row	Lecture*	Lab/Studio**	Independent Study	Internship/ Practicum	Discussion/ Recitation*	Physical Exercise/ Activity
Credits/Units - distribute units among the course components						
Contact Hours						
Default Section Size						
For scheduling purposes - Check if the component should be Optional:	☐	☐	☐	☐	☐	☐

**Lecture and Discussion/Recitation 1 hour per credit; **Lab/Studio 3 hours per 1 credit*

If more than one component is chosen, indicate which one of the above, non-optional components will be used for final grading: Graded Component

Course description (not to exceed 200 characters, spaces count), include any limitations or necessary information:

Prerequisites/Corequisites/Recommended Preparation:

Do co-requisites need to be taken concurrently?: ☐ Yes ☐ No

Abbreviated title - Only needed if title is longer than 30 characters (spaces count):

☐ Mark this box if this course is to be listed as "S/U Only" (Satisfactory/Unsatisfactory)

Please answer the following for all sections/all terms. If you wish to schedule something different, you will have to contact your department scheduler.

Instructor Edit: ☐ Check here for Independent Study courses, and the like, for which students can select one of several primary instructors.

Add Consent: ☐ Check here if Instructor/Department Consent is required to enroll into the course

Instruction Mode - check all that apply. Please note: for web based courses (WB and WM), the Online Instruction Quality Approval Form is required.

☐ In Person (P)

☐ Some web participation (EN)-In person instruction supplemented with web participation

☐ Independent Study (IS)

☐ Independent Study with web participation (IO)

☐ Field Study (FS)

☐ Web based course (WB) - Completely online. Requires Online Instruction Quality Approval Form

☐ Web based with some meetings (WM) - Web based with on- or off-campus organizational meetings, labs, or proctored tests. Requires Online Instruction Quality Approval Form

☐ Hybrid (HY) - Online or other electronic instruction (i.e., ITV) that reduces the face time of a course delivered primarily in-person

☐ Correspondence (CR)

☐ Interactive Sending Site Online Enhanced (SO)

☐ Interactive Receiving Site Online Enhanced (RO)

☐ Cablecast TV (TV)

☐ Interactive Video Receiving Site (VR)

☐ Interactive Video Sending Site (VS)

Student Learning Outcomes - type a minimum of 3 to a maximum of 8 learning outcomes for this course. These outcomes should also appear on your syllabus. For assistance in writing learning outcomes, please email us at **UCC@unr.edu**. We have staff available specifically for assistance with developing student learning outcomes.

Learning Outcome 1

Learning Outcome 2

Learning Outcome 3

Learning Outcome 4

Learning Outcome 5

Learning Outcome 6

Learning Outcome 7

Learning Outcome 8

STEP 4: EXPLAIN THE REASON(S) FOR THIS REQUEST: *[Use additional piece of paper if necessary]*

STEP 5: DESCRIBE THE CHANGES TO PROGRAM DESCRIPTIONS IN THE UNIVERSITY CATALOG

a) Catalog copy: Access and search either the PDF or online catalog at http://www. catalog.unr.edu to identify course(s)/program(s), **both in your department and outside your department** , that will be affected by the proposed change. For help, contact the catalog editor at 682-8076.

Copy and paste **revised** descriptions of course(s) AND/OR program(s) **both within your department and without** . If necessary, include revisions to the recommended schedule for undergraduate programs. Identify the effect, if any, that this request will have on the total credits required for affected major and/or minor program(s). **NOTE:** Focus on content changes, the catalog editor will format program requirements. ***(use additional piece of paper if needed)***

b) Does the change you are proposing have affects outside of your department? ☐ Yes ☐ No

If yes, attach written comments from the chair(s) of the department(s) offering course(s)/program(s) that may be affected, including any potential duplication, by the proposed change.

c) If this course is required for a major, which major(s)?

d) If this course is required for a minor, which minor(s)?

e) If this course is an elective for a major or minor, which?

f) If this course is intended to be part of the university's core curriculum, indicate what core requirement(s) it fulfills (e.g. capstone, diversity, etc.) **Note** : Core course proposals will be routed to the Core Board for review – please see the Core Curriculum website for their course requirements and approval process: http://www.unr.edu/provost/curriculum-central/core-curriculum-board/core-course-proposals

g) If core status was requested for the course, will the course be offered regardless of the outcome of the core request? ☐ Yes ☐ No

STEP 6: DESCRIBE THE EFFECTS OF THE CHANGE

a) Describe the impact on teaching load and staffing patterns (for new courses, information on how the course will be staffed MUST be provided):

b) Provide estimated enrollment in this course. Fall: Spring: Summer:

c) For existing courses - does this course have a course fee that should continue to be applied? ☐ Yes ☐ No If yes, how much is the fee?

For new courses, will you seek a course fee? ☐ Yes ☐ No If yes, please see the Provost's Office forms page at http://www.unr.edu/provost/forms-and-policies for Special Course Fee Request Form.

Please note: The UCCC does ***NOT*** consider or process fee requests. If a fee needs to be added to a class, you will need to follow the policy on the above noted link.

d) If course proposed will replace an existing course(s), please identify.

Course Prefix: Course Number: Inactive Year/Term:

Title:

STEP 7: REVIEWED AND APPROVED BY

The following individuals certify that this proposal has been reviewed and approved at the department and college levels before being submitted for UCCC review. Submit hardcopy with original signatures, or scan after signatures are included, or type name of submitter and date of electronic submission.

Department Chair: Date:

Associate Dean or UCCC Rep: Date:

RESOURCES:

Curriculum Central: http://www.unr.edu/provost/curriculum-central

HTML Catalog: http://www.catalog.unr.edu

Course Descriptions/Searchable Class Schedule: http://my.NEVADA.unr.edu

For UCCC Use Only		
UCCC Chair	Meeting Date	Action
Group Code:	Org Code:	ID#
Transfer Agreements:		
Catalog Initials/Date:	PeopleSoft Initials/Date:	Audit Initials/Date:
Comments:		