***INSTRUCTIONS FOR***

(The “Approved” stamp will go

here with the date after all required signatures are completed.)

**Form A - NEW COURSE**

For **New Courses**- Routing Sheet

If you are creating a new course that will be required in a program or listed in a specific elective list, you will need to prepare a Form C (the form for Program changes) to accompany the Form A. If the course is a general elective, no Form C is required.

**Department Name:**

**Your Name, Email, and/or Phone Number:**

**Effective Term/Year:**

The effective term will usually be at least one term later than the current term. For effective term questions, seek assistance from the Registrar’s Office.

**Course Title:**

30 Character Course Title Abbreviation (spaces and USP attributes count):

**Catalog Subject & Number:**

(Consult Registrar’s Office x0933)

**Course Description:** Enter new description here, exactly how you wish it to appear:

**Prerequisites:** Clearly define prerequisites here: If there are none, write “NONE.”

If prerequisites involve a course from another department, please ask department chair to sign off on this form.

There are spaces in the Approvals and Distribution table on the final page of this form for additional signatures from chairs of affected departments.

**Units (Credits):** Number of credits:

Variable Credit: No Yes; If yes, variable from: credits to credits

Repeatable for Credit: No Yes; If yes, maximum total units:

Repeatable within same semester: Yes No

Repeatable for Credit is for a course that may be taken several times under different titles or under the same title for cumulative credit. “Repeatable for Credit” as listed here does NOT refer to allowing students to repeat a course in order to improve a grade.

**Grading Basis:** Letter Grade Pass/Fail

**Dual Level Listing (UGRD/GRAD):** If yes:

Dual Level Listed courses have two numbers, i.e. 300/500, and can be either undergrad or graduate level. The course syllabus must define different requirements for the two levels.

**Cross Listing:** If yes, explain here: (seek approval from other department(s) on signature page)

Cross-listed courses have identical course numbers, descriptions, prerequisites, and titles but are offered by different departments. Students may only receive credit for one of the courses. Cross-listed courses require both/all department chair signatures on the final page of this form.

**Course Component(s)**: Check all that apply and enter how many content hours are assigned to each component:

If more than one component is checked, each must be input when scheduling the course. (Note: This is how the course is built and displayed on Titan Web.)

Lecture An instructional method in which the instructor presents data and little discussion occurs. (Note: Most “lecture” components include some general discussion. “Discussion” should only be checked if this is separate from the “lecture” component.)

Laboratory/Studio Independent activity by a student with a group under faculty supervision in a room with

special equipment.

Discussion Attention of all members to one activity but group interaction occurs frequently. Include

class hours here.

Field Experience Instruction generally occurs in a non-classroom setting. Sections are determined by the span of supervision of a particular faculty member rather than the meeting time and place. Examples include Student Teaching, Internship, Clinical Experience, and Field Work (where that represents the total contact of the course).

Independent/Individual Inst. All course sections with an enrollment of one student. Independent Study, Thesis, Comprehensive Exam, and music lessons.

Seminar/Colloquia A group of advanced students at the undergraduate or graduate level studying with a faculty member (or, in the case of colloquia, under the leadership of several faculty members)

“Hours per week” and “Total # of Hours” refer to **contact hours**. Contact hours typically refer to time in which the instructor and student are interacting. For nontraditional course formats (e.g., distance learning, hybrid classes, field experience, clinical practice, student teaching), the syllabus should specify required activities that will count as contact hours.

# If the new course is for inclusion in the University Studies Program, complete the USP APPROVAL FORM in addition to this form.

**University Studies Program** (USP) form is attached   
**Global Citizenship** (Applies to 100/200 level courses only in USP)   
**Global Scholar** (Applies to 300/400 level courses only)

If your new course will satisfy any of the requirements for the USP program, the appropriate USP Form needs to be filled out and sent along with the Form A. Contact the Director of the USP Program for assistance or with questions.

**This course will be available on (check all that apply):**

Oshkosh Campus Fond du Lac Campus Fox Cities Campus

**Is this an ethnic studies course?** Yes No

**Is this a remedial course?** Yes No

**Is there an equivalent course that would be considered a repeat of this course?** Yes No

If yes, which course(s):

Sometimes departments need to offer a specific course for their programs but consider another course to be similar enough that students should not get credit for both courses. If this is the case, specify the similar course here.

**Objectives of course:**

The learning objective (or “outcomes”) for the course should be specified in the syllabus. If that is the case, you can simply write “See Syllabus” into this space.

**Course Syllabus - Attach as a separate file.**

**Other notes, or rationale:** - clearly describe here:

Every new course proposal should include a rationale that explains how the course fits into the current or proposed new curriculum and why the course is needed.

**Are New Resources Required**? No Yes; Explain:

**For COLS Interdisciplinary courses,** include name of instructor and department:

# Course content related to other curricula:

1. Does the content of this course duplicate material already offered in the course catalog?

No Yes

**If yes**, then what is the rationale for offering both courses?

1. If this course will apply to a major, minor, emphasis, option, certification outside the initiating unit, then attach a written statement from applicable department(s) to attest that the course will be accepted in that program.

***Prior to the initiation of the approval process, please contact the Registrar’s office at x0933 for consultation about the possible impact of proposed changes.***

# Registrar: Date:

**Additional review sign-off:**

**(Including USP, Global Scholars, Honors, etc)**

**Date:**

**Approvals and Distribution**: Print your name; sign your name, date, check only if you want a copy of the approved Form A. Be sure to indicate in the last line any other people who should receive the approved copy.

In the following chart, enter names and obtain signatures as indicated. Use the “originator” line for the person who completed the form and the last line “other recipients” to list names of those who will need a copy of the final curriculum form (for example, the Academic Department Associate, Program Assistant, or the University Services Associate).

Chair and Dean signatures signify the existence of qualified instructional staff, adequate student demand & facilities, and appropriate equipment & materials. Signatures also signify that the chair or originator of the proposal has communicated with other affected units.

If you are uncertain which signatures are required for college approval, contact staff in your Dean’s office. For any other questions, please call the Provost’s Office at 424-1410.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Print Name | Sign Name | Date |
| Originator  (if other than Dept Chair & must be faculty member) |  |  |  |
| Department Chair #1 |  |  |  |
| Department Chair #2 (Applicable for cross listing  approval) |  |  |  |
| Department Chair #3 (Applicable for cross listing  approval) |  |  |  |
| Division Chair |  |  |  |
| Curriculum Committee Chair |  |  |  |
| Dean/College |  |  |  |
| Grad Studies (if applicable) |  |  |  |
| USP Chair  (if applicable) |  |  |  |
| Provost & Vice Chancellor |  |  |  |
| Additional Recipient(s) | (Print name) | (Print Email Address) |  |

***Revised: October 2020***