

Form 01 – Course – New/Experimental

Instructions

Use this form to propose a new course for inclusion in an upcoming SUU General Catalog. Please follow the instructions found on this document and complete the form in its entirety. For any questions or concerns, contact the Associate Provost's Office.

- 1) Save the PDF document with the following naming convention: New Course – [Prefix Number].pdf.
- 2) **Section 01. Catalog & Banner Information:** Complete all required fields and any applicable optional fields with the proposed course information. For help, contact catalog@suu.edu.
If the new course will fall under a college/school (not a specific department), or the department is not listed in the drop-down, the college/department may be entered manually. If the proposed course will use a prefix not listed in the drop, the requesting department must complete Form 04 – Course – New Prefix Request at least one curriculum cycle before submitting the new course.
- 3) **Section 02. Course Curriculum & Content Information:** Complete all required fields pertaining to the course's learning outcomes, learning activities, and assessment methods. Attach a separate document if necessary. Attach a syllabus for the proposed course and a CV for the initial instructor that demonstrates teaching qualifications.
- 4) **Section 03. Justification for Proposed Course:** Complete the required field. Explain why a new course is necessary to reach the department's goals.
- 5) **Section 04. Effect of Proposed Course:** Complete all required fields (attach a separate document if necessary).
Select "Yes" or "No" to indicate if the new course will affect any Elementary or Secondary Education program. If yes, the course proposal will also need to be approved by the Professional Education Coordinating Council.
- 6) **Section 05. General Education Designation:** Complete the first required question regarding General Education designation. If "Yes," fill out the rest of the section completely (attach a document if necessary), referring to the linked resources. If "No," move on to Section 06.
- 7) **Section 06. Requested Implementation Date:** Select the catalog year for the new course to take effect. Catalog years start in summer semesters.
- 8) **Section 07. Signatures:** Type in the appropriate name and check the box.
- 9) Send completed electronic document to katyakonkle@suu.edu via the Dean's Office by the [posted deadlines](#) for university-wide curriculum committees. Do not scan or "flatten" document.

Form 01 – Course – New/Experimental

Section 01. Catalog & Banner Information

Level Department
Prefix Course Number
Course Long Title *(up to 70 chara)*
Transcript Title *(up to 30 chara)*
Semester(s) Offered
Course
Description

Type & Grading Information

Schedule Type Method of Grading

Credits & Contact Hours

Credit(s) Maximum Credit(s)
Contact Hours Maximum Contact Hours

Co-requisites & Prerequisites

Co-requisites

Prerequisites

Prerequisite(s) Minimum Grade

Can Prerequisite Be Concurrent? Yes No If yes, which one(s)?

Prerequisite Test? Yes No If yes, what test(s)?

Prerequisite Test Score

Variable Topics & Repeatability

Variable Topics Course? Yes No

If yes, provide examples:

Is the course repeatable? Yes No Maximum Credits **OR** # Times

Enrollment Considerations

For the following field, enter any restrictions on enrollment that should be placed on the proposed course. See examples below. If the course has no restrictions, write "None."

- [Class] standing required (e.g., Junior or Senior standing required)
- [Student group/attribute] students only (e.g., Honors students only)
- [Major] majors only (e.g., Nursing majors only)
- [Degree] may not enroll (e.g., Master of Arts students may not enroll)

Form 01 – Course – New/Experimental

Section 02. Course Curriculum & Content Information

Complete the fields below or provide attachments for the following:

1. Learning Outcomes
2. Learning Activities
3. Assessment Methods

Learning Outcomes

What should students be able to know, do, and/or value when completing this course?

Learning Activities

How will you help students achieve the learning outcomes (e.g., discussion, group work, lecture, reading assignments, etc.)?

Assessment Methods

How will you determine to what degree students have achieved the learning outcomes (e.g., exams, papers, portfolio, projects, etc.)?

Course Syllabus & Faculty CV

Provide a syllabus that will be used and a CV of the initial instructor, demonstrating qualifications for teaching the course. (See Policy [6.8.2](#).) If the course is also seeking General Education Designation, be sure to include the information listed in Section 05 in the sample syllabus.

Form 01 – Course – New/Experimental

Section 03. Justification for Proposed Course

Why is this proposed course necessary?

Section 04. Effect of Proposed Course

See Policy [6.8.2](#).

What effect will this proposed course have on programs, degrees, and the department?

How will adding this course affect distribution of students in other courses in the department?

What is the availability of resources (e.g., faculty, staff, facilities, equipment, library holdings) needed?

Will this course affect the Elementary and/or Secondary Education majors?

Yes

No

Form 01 – Course – New/Experimental

Section 05. General Education Designation

Is GE designation being sought? Yes No
Desired GE designation(s) for proposed course (1)
(2)
Is this a common course number in USHE? Yes No
If no, why not?

General Education Learning Outcomes

Refer to these resources for the following questions:

- [General Education Mission Statement](#)
- [Core & Knowledge Area Learning Outcomes \(KALOs\)](#)
- [SUU's 15 Essential Learning Outcomes](#)
- [General Education Resources & Assessment](#)

How does the course fulfill the mission and learning outcomes of General Education?

How does this course reflect the Knowledge Area Learning Outcomes (KALOs) of the GE Core/Knowledge Area?

Syllabus

Refer to the [ELOs mapped to GE](#) document to answer the questions in this subsection.

Does the sample syllabus include....

| | | |
|--|-----|----|
| assigned and optional ELOs? | Yes | No |
| proposed learning activities to integrate these GE ELOs? | Yes | No |
| proposed assessment strategies for these GE ELOs? | Yes | No |

GE Justification

Why should this course be GE? How is this course differentiated from SUU's current GE offerings?

Form 01 – Course – New/Experimental

Section 06. Requested Implementation Date

Select Catalog Year

Section 07. Signatures

| | | | |
|---|------|--|------|
| Originator | | Prof. Ed. Coordinating Council Chair <i>(Approval required for courses utilized by Elementary & Secondary Education majors)</i> | |
| Name | Date | Name | Date |
| <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | | <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | |
| Department Curriculum Committee Chair | | General Education Committee Chair <i>(If course is to be a General Education course)</i> | |
| Name | Date | Name | Date |
| <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | | <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | |
| Department Chair | | University Curriculum Chair | |
| Name | Date | Name | Date |
| <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | | <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | |
| College Curriculum Committee Chair | | Provost | |
| Name | Date | Name | Date |
| <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | | <i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i> | |