Worksheet - Request for a New Course

** Place your pointer on the underlined fields and start typing to fill in text, **
or use an X or a number to fill in "check-box" or numbered fields.

Level:

Undergraduate 001 -199

Graduate 200 -299

Professional 300 -499

Subject: The subject code has to be approved and available in Banner

Course number (if known). Only courses that have been discontinued
for 3 or more years can be used as a new course or find a course
number that has not been used.

Course Long Title: Maximum length is 100 characters. The students will see the long title in the
Schedule of Classes.

Course Short Title: Maximum length is 30 characters. The students will have this title listed on
their transcripts. This title will also appear in SSASECT.

Course Type:

Standard Course

Standard Course with Topics

Umbrella with title in description

umbrella without title in description

E-Z segment (segment is not listed within the umbrella description)

Effective term: (Quarter and Year). Review the Academic Senate Courses web site .
Once a course is approved it can be offered any term.

Offered in Summer only: A course can be offered in any term as long as it is approved.

Yes

No

Offered Once:

    Yes

    No

UNITS AND ACTIVITIES:

OVERALL UNITS: Enter in Fixed (4 units) or Variable (1 to 4 units) Units.

Hours per week per unit of credit may not be less than but may exceed those listed below.

• One unit for each hour per week (1:1) of colloquium, consultation, discussion, lecture, seminar, or workshop
• One unit for each three hours per week (1:3) of activity, clinic, extra reading, fieldwork, individual study, internship,
laboratory, practicum, research (scheduled and outside), screening, term paper, thesis, tutorial, written work, and similar
assigned problems
• One unit for each two to three hours per week (1:2-3) of studio

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Activities and hours per week: Indicate below the number of hours per week that students will spend in the activities listed (leave blank those that do not apply).

Activity	Field	Research individual	Term Paper
Clinic	Internship	Research Scheduled	Thesis
Colloquium	Individual Study	Screening Individual	Tutorial
Consultation	Laboratory	Screening Scheduled	Workshop
Discussion	Lecture	Seminar	Written Work
Extra Reading	Practicum	Studio	

Cross-listing with: List all cross-listed partners.

Course Prerequisite Information: There are multiple types of Prerequisites that are acceptable. Please review all.

Corequisite: A corequisite is a course that is 100% concurrent enrollment for both proposals. Both proposals will have each other's course listed here. Multiple corequisites cannot be listed here. Only one course can be consider a corequisite area in CRS.

Prerequisite(s): A prerequisite must be an active course. In this section you will also decide if the prerequisite requires a minimum grade and if the course may be taken concurrently or if the course is only a prerequisite.

Other Prerequisite(s): Enter additional prerequisite information that will display in the Catalog. Example: "or equivalent" ;

Major Restrictions: Indicate the Major restriction(s) for this course. List the Major codes of the restriction here; Example: Education, Society, Human Dev – (ESHD)

Class Standing Restriction: If your course is a graduate course you do not need to select any of the following if your course prerequisite is the minimum of "graduate standing or consent of instructor". If your course is a course that undergraduate and graduate students can enroll in then you will select class information here.

- Freshman
- Sophomore
- Junior
- Senior
- Credential
- Masters

Other Restrictions: List any special required restriction; Example: "a sufficiently high score on the placement examination, as determined by the Mathematics Department"

Special Requirements: Enter special requirements that will display in the Catalog Description. Example: "permission by faculty". This special requirement is enforced by the department and not the Registrar Office during registration.

Prerequisite Information Continued.

Consent of Instructor: Use the selection below to indicate that the course requires consent of instructor. The department is responsible for enforcement of "and consent of instructor." Or "or consent of instructor": For all courses 200 and above, the selection of "OR" is required. The department is responsible for enforcement of this restriction. Select one of the following if you want "consent of instructor" to appear with in the description within the general catalog.

AND

OR

Description Information:

Read the guidelines in this box before writing the Catalog description.
Write the description in the present tense and limit it to 50 words (do not count grading information, repeatability
information, or a list of E-Z subtitles). If possible, do not use complete sentences. However, use sentences that contain more
than a list of items or topics.
Examples:
Instead of "This course will introduce students to the history of . . . ," use one of the following formats:
Introduces the history of . . .
An introduction to the history of . . .
Introduction to the history of . . .
Instead of "Functions, equations, and graphs," use a format similar to one of the following examples:
Explores functions, equations, and graphs . . .
Topics include functions, equations, and graphs . . .
A study of functions, equations, and graphs . . .

Catalog description:

Grading: Please see the [General Rules and Polices Governing Courses of Instruction](). Select the grade type that is in accordance with the guidelines.

Letter Grade or petition for Satisfactory/No Credit (S/NC) (undergraduate course default type).

Letter Grade or S/NC, no petition required (Not per policy for undergraduate courses).

Letter Grade only (graduate course default type).

S/NC only

In Progress (IP)

Grading Statement (if required)- Select the approved grading statement per grade types from the [General Rules and Policies Governing Courses of Instruction.]() Select the grading statement that corresponds to the Grading Type per policy.

Satisfactory (S) or No Credit (NC) grading is not available.

Graded Satisfactory (S) or No Credit (NC).

Normally graded Satisfactory (S) or No Credit (NC), but students may petition the instructor for a letter grade on the basis of assigned extra work or examination.

May be taken Satisfactory (S) or No Credit (NC) with consent of instructor and graduate advisor.

May be taken Satisfactory (S) or No Credit (NC) by students advanced to candidacy for the Ph.D.

Students who submit a term paper receive a letter grade, other students receive a Satisfactory (S) or No Credit (NC) grade.

Students who present a seminar receive a letter grade, other students receive a Satisfactory (S) or No Credit (NC) grade.

Students who present a seminar or submit a term paper receive a letter grade, other students receive a Satisfactory (S)or No Credit (NC) grade.

Course is Repeatable: Review the [General Rules and Policies Governing Courses of Instruction]() to determine if your course can be considered to be repeatable.

Yes

No

Repeatability Statement: If you selected "Yes" for this course to be repeatable, you must enter a statement and follow the [General Rules and Policies Governing Courses of Instruction]() for repeatable courses.

Course is repeatable

Course is repeatable as topic/content changes

Repeatable units: Enter the amount of repeatable units.

If repeatable, may the student take more that one section of the course in a single quarter?

    Yes

    No

Credit Overlap: Bi-directional (on both proposals) Bi-directional (on both proposals) **Example: "Credit is awarded for only one of ANTH 007 or ANTH 007S."** Provide in the course subject and numbers.

Credit Overlap: One directional (on one proposal only), or is a sequential course and is enforced by the department. **Example: "Credit is awarded for only one of the following sequences: CHN 001, CHN 002, CHN 003, and CHN 004; CHN 001, CHN 002, and CHN 020B; CHN 020A and CHN 020B."**

Credit Overlap: (students can get credit for both courses but there is overlap). Provide/describe the overlap. Also provide the justification for one-directional, bi-directional, and if students can get credit for both in this field.

Syllabus Information:

Syllabus: Provide a syllabus for a New or Restore course. Attach to an email or enter here. Please see the Faculty Checklist on page three to help with your syllabus

Syllabus: This new course proposal is for online and in-person instruction. The syllabus for the online and in-person section are the same?

    Yes

    No

Online Course Information: Select the appropriate only course information

UCR Only

ILTI/UCOP Funded (Faculty has been awarded an RFP from UCOP or ILTI).

MSOL

Undergraduate

Graduate

BREADTH REQUIREMENT STATEMENTS

To change the breadth requirement information included on the CHASS Breadth website for CPAC, ETST, MCS, HASS, or GSST, please provide a memo to the course proposal requesting the course be considered Breadth. Select one of the statements below and include in the memo. The memo will be entered into CRS in the attachments area. A comment will be entered into the comments field stating that a memo has been attached for consideration for a breadth course

Select one of the following and attach the memo to CRS attachments

Fulfills the Humanities requirement for the College of Humanities, Arts, and Social Sciences.

Fulfills the Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

Fulfills either the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

See the Student Affairs Office in the College of Humanities, Arts, and Social Sciences for breadth requirement information.

Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

Other breadth statement

ADDITIONAL INFORMATION
For further information about course guidelines, see the General Rules and Policies Governing Courses of Instruction at **http://senate.ucr.edu/committee/?do=info&id=8**

Justification for the New Course

MMiller updated 4/16/2019