The University of Texas
Rio Grande Valley

1. **Committee Meeting Year –** Select the committee meeting year.
2. **Undergraduate/Graduate Committee –** Select the committee that will be reviewing the proposal.
3. **School/Department/Program –** Select the department/program the proposal is under.
4. **College/School –** Select the college/school the proposal is under.
5. **Subject Code/Course Prefix -** Subject code is the same as course prefix. Must be a 4-letter rubric, e.g. ACCT. Please seek assistance before creating a new subject code.
6. **Subject Name -** Provide the complete word corresponding to the course prefix (e.g., ACCT is Accounting). Must not exceed 23 characters including spaces.
7. **Course Number -** Courses are numbered to show both the level at which they are offered and the credit hour value of the course. The first digit of the course number shows the level, and the second digit shows the credit hours. The last two digits are departmental designations. Course numbers cannot be reused to avoid confusion on student academic records. If you are unsure of whether a number has been used in the past, please seek assistance.
8. **Long Course Title -** The full title of a course. This title appears in official degree plans.
9. **Short Course Title -** A maximum of 30 characters including spaces is allowed. Short titles display in the student registration system and transcripts.
10. **Course Description for the Catalog -** A description of the academic content covered in the course. Do not include pre- or co-requisites or consent of department or instructor in course description.
11. **Credits -** Academic value that may be awarded for a course in a given semester represented by the 2nd digit in the course number.
12. **Course level –** This item will be completed by the Curriculum & Institutional Assessment office. Course level is represented by the 1 digit in the course number for undergraduate courses. For courses affiliated with a master's program, the course level is 5. For courses affiliated with a doctoral program, the course level is 6. The course level of 7 is only used for professional programs.
13. **Schedule Type –**

    Available Options:
    - **Activity –** Activity during which the student learns a sport, trade, hobby, or other skill through hands- on practice. Activity courses are typically Physical Activity courses.
    - **Independent Study -** Class instruction type that includes, but is not limited to, conference courses and individual problems courses.
    - **Internship -** A type of external learning experience whereby the students receive practical, general training and experiences in the workplace.
    - **Laboratory -** A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice.
    - **Lecture -** An activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking.
    - **Lecture/Lab** - Course type that includes both lecture and lab components.

- o **Practicum -** A type of external learning experience whereby the students receive practical, general training and experiences in the workplace. Includes student teaching, work study, cooperative education, and similar activities.
- o **Private Lesson -** Class type that includes independent instruction of private music or other individualized instruction.
- o **Seminar -** An activity in which a group of students engage in research or advanced study and meets under the general direction of one or more faculty members for a discussion of problems of mutual interest.
- o **Thesis -** Defined as Individual Instruction.
- o **Dissertation -** Defined as Individual Instruction.
- o **Studio -** A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice.

14. **Weekly Lecture Hours –** Contact hours of courses with the following schedule types are reported to the Coordinating Board as Lecture hours: Lecture, Independent Study, Practicum, Private Lesson, Thesis, Dissertation, Seminar, and Internship. See page 255 of the Academic Course Guide Manual (ACGM).

15. **Weekly Lab Hours –** Contact hours of courses with the following schedule types are reported to the Coordinating Board as lab hours: Activity, Laboratory, and Studio. If the course has no lab, enter 0 for lab hours**.**

16. **Grading Basis –** grading scale of the course

    Available Options:

    - o Standard Letter (A-F)
    - o Satisfactory/Unsatisfactory
    - o Credit/No Credit
    - o Pass/Fail
    - o No Grade
    - o Honors/High Pass/Pass/Fail

17. **Repeat Code –** The repeat code is used to determine how and when the financial aid limit for repeats is applicable to a student's enrollment in the course.

    Available Options:

    - o **Not repeatable (NR)** – course is not repeatable for additional credit.
    - o **Repeatable -** with repeatable (RP) courses, each enrollment beyond the first counts as additional credit. In most instances, the number of repeats allowed should be informed by the maximum number of credits applicable to a degree/major. Examples of repeatable courses include independent studies, internships, practicums, research experiences, thesis courses, etc.
    - o **Multiple-course listings (MC) -** are courses which subject matter can change from semester to semester. This is commonly used for special topics courses or other courses for which a subtitle is added on the schedule. Most MC courses are typically

also repeatable. For example, ANTH 4399 Special Topics in XXXX can be repeated by a student because it can be offered with different topic. MC should not be used when the student experience (e.g., in a different setting) will be different for each completion. Per THECB rules, any course identified as MC and taught with the same subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

18. **Maximum Number of Credit Hours Allowed (if applicable) – Skip for NR** - Not repeatable courses. For courses identified as repeatable (RP), including MC courses that are repeatable (most are repeatable), enter the maximum number of total credits a student can earn by repeating this course. Total credits include the first enrollment plus subsequent enrollments. For example, ACCT 2300 can be taken 3 times; therefore, the maximum credits a student can earn is 9.

19. **Prerequisites –** List all prerequisite courses and experiences that must be met for enrollment. Include consent of department/instructor if applicable. Provide a statement regarding all prerequisites. The statement will appear in the course catalog. **Example 1:** Grade of C or better in ACCT 2301. **Example 2:** Pre- or co-requisite in ACCT 2301. **Example 3:** Credit or registration in ACCT 2301. **Example 4:** Junior standing. **Example 5:** Grade of C or better in ACCT 2301 or consent of instructor.

20. **Corequisites –** List all courses or other experience that MUST occur concurrently. Provide a statement regarding all corequisites. The corequisite statement will appear in the course catalog. Corequisites are only used when students must enroll in both courses concurrently. **Example 1:** Students must be concurrently enrolled in ACCT 2301. **Example 2:** Co-requisite of ACCT 2301. Corequisites are courses or other experiences (monitored by the program or department) that MUST be completed concurrently with the course. Co-requisites are a condition of enrollment of the course. Any student who has not enrolled in the corequisite course may be dropped by the department or program. Corequisites do NOT include courses students have the option of taking before, but no later than during enrollment in the course. If the course is a pre- or co-requisite, use the prerequisite field.

21. **Active Equivalent Courses –** List any active (not a former course) equivalent course at the same level. Provide a statement to be added to the catalog regarding the course equivalency. Example statements include: (1) ANTH XXXX is equivalent to HIST XXXX. (2) Credit cannot be earned for ANTH XXXX and HIST XXXX. (3) ANTH XXXX and HIST XXXX cannot both be taken for credit. Equivalent courses typically have the same course number, title, and course description, but different prefixes. Students will only be allowed to complete the course under one course prefix unless the course is identified as repeatable for credit (this is rare). In most cases, Equivalent courses should appear together in the catalog on programs of study.

22. **Will the equivalent course be co-convened on the schedule some of the time? – Skip this question if there is no equivalent course.** The term used to identify courses that can be co-convened on the schedule in Banner is cross-listed. Equivalent courses can be cross-listed on the

schedule through submission of a CSCR to the Office of the Registrar when the schedule is created.

23. **Does enrollment in the course require consent of the department or instructor? – Skip this question if consent of department or instructor are not needed.** Does this course require Instructor or Department consent for enrollment? **Select D if department** approval is needed and **I if Instructor** approval is needed. Please note that this will NOT put a restriction on enrollment. If the course requires consent of department or instructor for enrollment, then add "consent of department" or "consent of instructor" to the prerequisite.

24. **Equivalent Texas Common Course Number (if applicable) –** For undergraduate courses ONLY. Visit Texas Common Course Numbering System website for additional information https://www.tccns.org/.

25. **When will the course typically be offered? -** Please indicate what semester the course is typically offered. If it is offered every semester, use As Scheduled, which will be the default.

26. **Justification for Adding the New Course –** Add an explanation of why the new course is being added to the course inventory and affected programs.

27. **Is this course being created for a new program or degree plan? –** Yes/No
    a. Enter name of the new program and proposed implementation date - If this course is being created for a new major, minor, certificate, concentration, etc., please provide the name of the program.

28. **Will students on previous or current degree plans/programs be allowed to apply the new course to fulfill degree requirements? –** Yes/No
    a. Enter name of the program(s) and the catalog year(s) - If this course is being created for a new major, minor, certificate, concentration, please provide the name of the program

29. **Will this new course replace a substantively similar deleted/inactivated course? –** Yes/No.
    a. UTRGV Inactive Equivalent Course - Will the new course replace a course to be deleted/inactivated in the current inventory? If it will replace a deleted/inactivated course, an equivalency between the two courses will be built in Banner for the student academic record and to avoid repeating the course inadvertently. This often applies when a course changes in number due to a level or credit change

30. **Course Syllabus –** Attach a draft of the course syllabus

31. **Describe: (1) The impact on other programs/departments (curriculum, financial, staff, space) and (2) how the proposal was approved through the college's applicable governance processes.**

32. **Provide evidence of communication with impacted programs/departments. -** Attach emails, letters of support or collaboration, etc., from impacted departments.

33. **Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable) -** Attach meeting minutes or other evidence of communication and approval by committees outlined in the college's approval workflow or process.

34. **Proposed Implementation Date -** Provide the proposed implementation date in semester year format (e.g., fall 2022) or MM/DD/YYYY format. This is only a proposed date, not a final date.