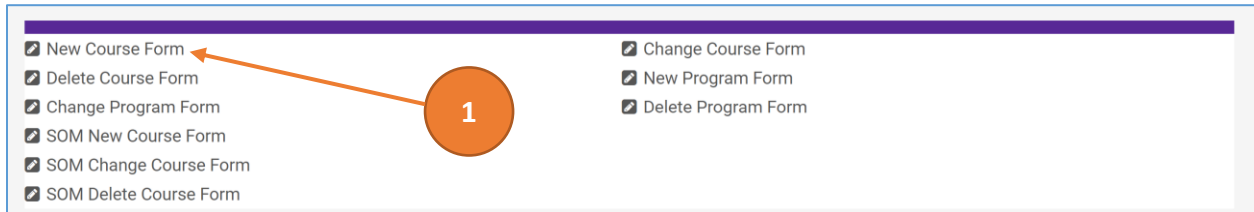


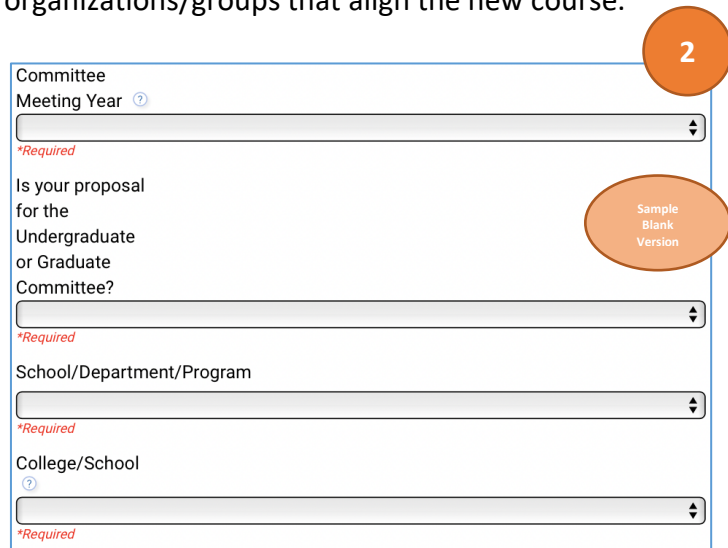
Instructions

1. **Select New Course Form** – Select the new course form. The new course form is for all programs including programs in the School of Medicine except for the MD program. The MD program uses the SOM forms.



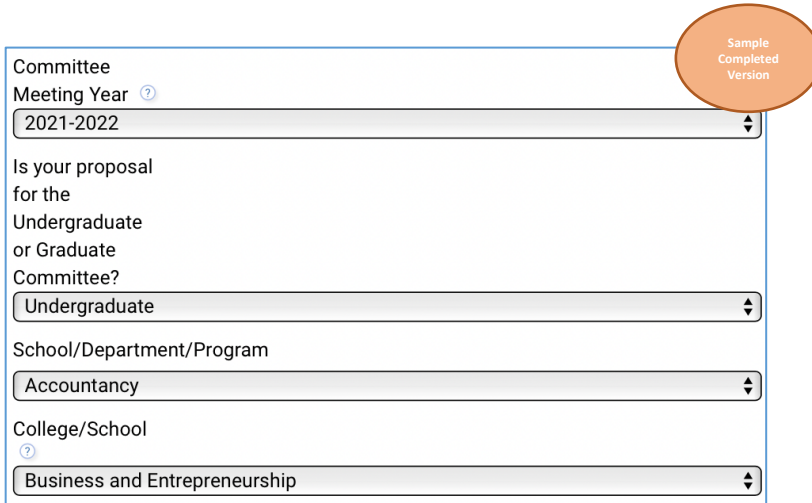
☒ New Course Form
☒ Delete Course Form
☒ Change Program Form
☒ SOM New Course Form
☒ SOM Change Course Form
☒ SOM Delete Course Form
☒ Change Course Form
☒ New Program Form
☒ Delete Program Form

2. **Committee Meeting Year/Select Committee, School/Department/Program, and College/School -** Using the dropdown selections identify the committee meeting year and workflow organizations/groups that align the new course.



Committee Meeting Year [?]
 *Required
 Is your proposal for the Undergraduate or Graduate Committee?
 *Required
 School/Department/Program
 *Required
 College/School [?]
 *Required

Example:



Committee Meeting Year [?]
 2021-2022
 Is your proposal for the Undergraduate or Graduate Committee?
 Undergraduate
 School/Department/Program
 Accountancy
 College/School [?]
 Business and Entrepreneurship

3. **Subject Code/Course Prefix, Subject Name, Course Number, Long Course Title, and Short Title** - Enter the course prefix, subject name, course number, long title for the course and short title for the course. [Note: Contact **Thelma Leal** at thelma.leal@utrgv.edu to verify that course numbers have not previously been used].

3

Subject Code/Course Prefix ?	<input type="text"/>	Field is Required
Subject Name	<input type="text"/>	Field is Required
Course Number ?	<input type="text"/>	Field is Required
Long Course Title ?	<input type="text"/>	Field is Required
Short Title ?	<input type="text"/>	Field is Required

Sample Blank Version

Example:

Subject Code/Course Prefix ?	ACCT
Subject Name	Accounting
Course Number ?	3388
Long Course Title ?	Accounting for Non Profit Organizations
Short Title ?	Accounting for Non Profit

Sample Completed Version

4. **Course Description for the Catalog** - Enter the complete course description to appear in the catalog. Do not include pre- or co-requisites or consent of department or instructor in course description. [Note: This is a rich text field. You may type your narrative directly in the form or you may copy from a MSWord or other text file.]

Course Description for the Catalog ***Required** ?

Do not include pre- or co-requisites or consent of department or instructor in course description.

4

Sample Blank Version

Source | | | | | ABC

B **I** **U** **S** x_2 x^2 I_x | | | | | | | | | |

5. **Credits, Course Level and Schedule Type** - Using the dropdown selections, identify the applicable credits, course level, and schedule type.

Credits ?	<input type="text"/>	Field is Required
Course Level	<input type="text"/>	Field is Required
Schedule Type ?	<input type="text"/>	Field is Required

5

6. **Weekly Lecture and Weekly Lab Hours** - Using the text field, enter the course lecture contact hours and lab contact hours as applicable.

Weekly Lecture Hours ?	<input type="text"/>	*Required
Weekly Lab Hours ?	<input type="text"/>	*Required

6

7. **Grading Basis** - Using the dropdown section to identify the grading for the course. The available options are Standard Letter (A-F), Satisfactory/Unsatisfactory, Credit/No credit, Pass/Fail, and No grade.

Grading Basis ?	<input type="text"/>	*Required
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7

8. **Repeat Code and Maximum Number of Credit Hours Allowed** - Using the dropdown selection, identify whether the course is non-repeatable for credit (NR), repeatable for credit (RP) or a multiple course (MC, indicating special topics). For RP courses, indicate the maximum numbers of credits allowed when repeated for credit. For MC courses repeatable for credit, indicate the maximum numbers of credits allowed when repeated for credit.

Repeat Code ?	<input type="text"/>	Field is Required
Maximum Number of Credit Hours Allowed ?	<input type="text"/>	

8

Repeat Code ?	RP - Repeatable	
Maximum Number of Credit Hours Allowed ?	9	

9. **Prerequisite Courses** - In the prerequisite narrative field, enter the prerequisite in narrative form. This narrative will appear in the catalog. If this is not applicable, skip this question. [**Note:** If the prerequisite can be taken concurrently, it should be included in the narrative using language such as Pre- or co-requisite of XXXXXX.]

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.

Prerequisite Narrative

Course List ?

Sample
Blank
Version

9

10. **Selecting a Course to Link to the Prerequisite Narrative** - **Note:** This step can be completed by the staff in the Office of Curriculum and Institutional Assessment after the form is submitted.

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.

Prerequisite Narrative

Course List ?

10

Select a Course

11. **Corequisite Courses** - In the corequisite narrative field, enter the corequisite in narrative form. This narrative will appear in the catalog. Using the procedure described in step 9 above, select the corequisite course to link from the catalog. If this is not applicable, skip this question. [**Note:** Co-requisites should only be added when students **MUST** be enrolled in both courses concurrently.]

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.

Corequisite Narrative

?

Course List ?

Select a Course Add Proposed New Course

11

12. **Active Equivalent Courses** - In the equivalent narrative field, enter the equivalent course in narrative form. This narrative will appear in the catalog. [**Note:** Equivalent courses should be substantively similar and may have different prefixes but should share the same course number.] If the active equivalent courses have been filled out, use the dropdown to answer the two questions about equivalent courses.

Active Equivalent Course
List any active (not a former course) equivalent course at the same level.

Equivalent Course Narrative

?

Provide a statement to be added to the catalog regarding the course equivalency. Example statements include:
(1) Credit cannot be earned for ANTH XXXX and HIST XXXX.
(2) ANTH XXXX is equivalent to HIST XXXX.
(3) ANTH XXXX and HIST XXXX cannot both be taken for credit.

Course List ?
Do **NOT** use this function.

Select a Course Add Proposed New Course

Will the equivalent course be co-convened on the schedule some of the time? ?

Skip this question if there is no equivalent course.

12

13. **Consent to Enroll** - If there is a requirement of consent to enroll in a course, please select on the dropdown options. *If there is no consent required, skip this question.*

Does enrollment in the course require consent of the department or instructor? ?

Skip this question if consent of department or instructor are not needed.

13

Will students on previous or current degree plans/programs be allowed to apply the new course to fulfill degree requirements?

Yes ☒

No ☐

Enter name of the program(s) and the catalog year(s)

17

18. **New Course Replacement** – Indicate if this new course will be replacing a similar deleted or inactivated course. If yes, please indicate what the Inactive equivalent course is.

Will this new course replace a substantively similar deleted/inactivated course?

Yes ☒

No ☐

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.

18

19. **Draft Syllabus** – Attach a draft syllabus of the new course. *Use the university-approved syllabus template.*


Course Syllabus *Required

Attach a draft of the course syllabus. Please use the [University approved template](#).

19

20. **Impact on Other Programs/Departments and Governance** – Describe whether the new course will impact other departments or programs and how the proposal was routed through the college's governance process. If no impact is expected, provide an explanation of why no impact is expected. Do not state 'no impact expected.' If some impact is expected, explain the impact and how it will be addressed, managed, coordinated, etc. [Note: This is a rich text field. You may type your narrative directly in the form or you may copy from a MSWord or other text file.] Attach evidence of communication.

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. **Required*



Provide evidence of communication with impacted programs/departments [?](#)

[Attach Files](#)


21. Evidence of communication with impacted programs/departments – Please attach any emails, meeting minutes, or any other form of communication. If this course does not impact other programs or departments, you may skip this section.

Provide evidence of communication with impacted programs/departments

Attach Files

21

22. **Approval by the School/Department Committee and/or College Committee (all applicable)** - Please attach evidence that the proposal has been routed through the program, department, and college's governance process. Examples of evidence might include meeting agendas, meeting minutes, memos, online voting outcomes conducting via email or another format, etc.

Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable) ***Required** 

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. Chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. Dean approval of a proposal indicates that all college committee approval processes have been followed. ***If evidence will be attached at the next level in the workflow, then the proposal initiator may attach the Faculty Governance at the Next Level document (or a similar dept./college document).*** Relevant Policies: UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

[Attach Files](#)

23. **Proposed Implementation Term** – Provide the proposed implementation term. In most cases, new courses will only be implemented each fall term. The final implementation term will be determined by the Office of Curriculum and Institutional Assessment.

Proposed Implementation Term