

NEW COURSE FORM

NOTICE: All fields marked as *Required must be completed before you can SAVE the form.

For a comprehensive list of course fields, see the [New Course Form: Guide to Form Fields](#) document.

For one-on-one guidance of completing this form, contact curriculum@utrgv.edu and visit the [Office of Curriculum and Institutional Assessment](#) website. For questions about Core Curriculum proposals, contact mauricio.deleon@utrgv.edu.

Committee Meeting Year

 *Required

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate, General Education or Graduate Committee?

 *Required

School/Department/Program

 *Required

College/School

 *Required

Subject Code/Course Prefix 

 *Required

Must be a 4-letter rubric, e.g. ACCT. Please seek assistance before creating a new subject code. See the secondary help symbol (question mark) for existing subject codes.

Subject Name

 *Required

Provide the complete word corresponding to the course prefix (e.g., ACCT is Accounting). Must not exceed 25 characters including spaces.

Course Number

 *Required

*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. **Final course numbers will be assigned by OCIA staff.***

Long Course Title

 *Required

This long title appears in the catalog. Limit to 75 characters.

Short Title

0/30

***Required**

Maximum of 30 characters including spaces. Short titles display in the student registration system (ASSIST) and transcripts.

Course Description for the Catalog ***Required**

Provide an appropriate description of the academic content of the course. Do not include student outcome statements. For repeated courses, include "may be repeated for additional credit" if applicable. Do not include pre- or corequisites or consent of department or instructor in course description.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, insert table, and a minus sign.

Credits


***Required**

Academic value that may be awarded for a course in a given semester represented by the 2nd digit in the course number.

Course Level

***Required**

Course level is represented by the first digit in the course number for undergraduate courses. For courses affiliated with a master's program, course level is 5. For courses affiliated with a doctoral program, course level is 6. The course level of 7 is only used for professional programs.

Schedule Type 

***Required**

For available schedule types, click on the secondary help symbol (question mark).

Weekly Lecture Hours


***Required**

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, Internship. See page 255 of the [Academic Course Guide Manual \(ACGM\)](#).

Weekly Lab Hours


***Required**

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 hours, enter 0 for lab hours.

Grading Basis 

***Required**

Grading scale of a course. See available options by clicking on the secondary help symbol (question mark).

Repeat Code 

***Required**

Select **RP** for courses that can be taken multiple times for additional credit. Select **MC** for courses in which the topic varies. Select **NR** for courses that can only be taken once for credit. See secondary help symbol (question mark) for additional details. A course taken more than once to improve a grade does not meet the definition of repeatable.

Maximum Number of Credit Hours Allowed for Courses with a RP or MC Repeat Code

For courses with an **RP** or **MC** repeat code, enter the maximum number of total credits a student can earn by taking this course multiple times for credit. Total credits includes 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.

Prerequisites

List all prerequisite courses and other requirements (e.g., admissions, specific majors, classification) that must be met for enrollment. Include consent of department/instructor if applicable. Please be concise with narrative text since it will be added to the course description that appears in Banner and ASSIST.

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: Prior credit or concurrently enrolled in ACCT 2301.

Example 3: Credit or registration in ACCT 2301.

Example 4: Junior classification.

Example 5: Grade of "C" or better in ACCT 2301 or consent of instructor.

Example 6: Must be officially admitted to the Educator Preparation Program.

Do not add the word prerequisite:

Non-example 1: Prerequisite: 2305.

Non-example 2: Prerequisite of 2305.

Prerequisite Narrative

Course List

Do not use the course selection functions. Prerequisites will be applied by OCIA staff based on narrative.

SELECT A COURSE

ADD PROPOSED NEW COURSE

Corequisites

Corequisites are courses or other experiences (monitored by the program or department) that MUST be completed concurrently with the course. Corequisites 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 corequisite, use the prerequisite field. Please be concise with narrative text since it will be added to the course description that appears in Banner and ASSIST.

List all courses or other experience that MUST occur concurrently. USE THE STATEMENT below 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: Students must be concurrently enrolled in ACCT 2301.

Corequisite Narrative

Course List

Do not use the course selection functions. Co-requisites will be applied by OCIA staff based on narrative.

SELECT A COURSE

ADD PROPOSED NEW COURSE

Active Equivalent Course

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). List any active course currently in ASSIST and not a former, deleted course.

USE THE STATEMENT below to be added to the catalog regarding the course equivalency.

Example: Credit cannot be earned for ANTH XXXX and HIST XXXX.

Equivalent Course Narrative

Course List

The course selection function is not used for active equivalent courses.

SELECT A COURSE

ADD PROPOSED NEW COURSE

Equivalent Texas Common Course Number (if applicable)

For undergraduate lower-level courses (1000-2000) ONLY. Visit Texas Common Course Numbering website for additional information <https://www.tccns.org/>

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.

Is this course being created for a new program or degree plan?

If this course is being created for a new major, minor, certificate, concentration, etc., please provide the name of the program.

Yes

No

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

If this course is being created for a new major, minor, certificate, concentration, please provide the name of the program.

Yes
No

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

Yes
No

Justification for Adding the New Course ***Required**

Address inclusion of the new course in the core curriculum if applicable.

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GENERAL EDUCATION COMMITTEE - Check this box for additional questions if the course will be added to the core curriculum. [?](#)

Course Syllabus ***Required**

Attach a draft of a basic course syllabus. At minimum, the syllabus should include the course description and student learning outcomes/educational objectives. If possible, include sample assignments, grading distribution, and a weekly schedule.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

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.

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Provide evidence of communication with impacted programs/departments

Attach emails, letters of support or collaboration, etc. from impacted departments.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

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

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. There is no department committee option in the workflow; therefore, dept chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. Relevant Policies: UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

ATTACH FILES

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Proposed Implementation Term [?](#)

Provide the proposed standard semester or AOP 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.

Administrative Unit Code

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Administrative Unit

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Final CIP Code

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

Course Notes

This field is to be completed by the Office of Curriculum and Institutional Assessment only.

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