**WORKSHEET — Request for a New Course Version 1.3**

\*\* 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.

**Provide information requested below that is not contained in the syllabus.  Please note the guidelines in the boxes.**

**Number (if known):** \_\_\_ \_\_\_ **Undergraduate** \_\_\_ **Graduate** \_\_\_ **Professional**

**Title/subtitle:** \_\_\_

**Effective:** \_\_\_(Quarter and Year)

**Offered:** \_\_\_ **Fall** \_\_\_ **Winter** \_\_\_ **Spring** \_\_\_ **Summer** \_\_\_ **Once Only** \_\_\_ **Other**\_\_\_

**Instructor(s):** \_\_\_

**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

**Units:** \_\_\_

**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 | \_\_ Internship | \_\_ Seminar |
| \_\_ Clinic | \_\_ Laboratory | \_\_ Studio |
| \_\_ Colloquium | \_\_ Lecture | \_\_ Term Paper |
| \_\_ Consultation | \_\_ Practicum | \_\_ Thesis |
| \_\_ Discussion | \_\_ Research (outside) | \_\_ Tutorial |
| \_\_ Extra Reading | \_\_ Research (scheduled) | \_\_ Workshop |
| \_\_ Field | \_\_ Screening (outside) | \_\_ Written Work |
| \_\_ Individual Study | \_\_ Screening (scheduled) | \_\_ Other: \_\_\_ |

**Prerequisite(s):** \_\_\_

**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:** | \_\_ Letter Grade or petition for Satisfactory/No Credit (S/NC) | \_\_ Letter Grade only | \_\_ In Progress (IP) |
|  | \_\_ Letter Grade or S/NC; no petition required | \_\_ S/NC only |  |

**The statements selected below will be added to the Catalog description by the Catalog office:**

**Grading statement** (if required):

\_\_ 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.

\_\_ Other: \_\_\_

**Repeatability statement** (if required):

\_\_ Course is repeatable.

\_\_ Course is repeatable to a maximum of \_\_\_ units.

\_\_ Course is repeatable as content changes.

\_\_ Course is repeatable as content changes to a maximum of \_\_\_ units.

\_\_ Course is repeatable as topics change.

\_\_ Course is repeatable as topics change to a maximum of \_\_\_ units.

\_\_ Other: \_\_\_

If the course is repeatable, may a student take more than one section of the course in a single quarter? \_\_ Yes \_\_ No

**Cross-listing statement:** Cross-listed with \_\_\_

**Credit statement** (to limit credit when course content overlaps):

Credit is awarded for only one of \_\_\_

Other \_\_\_

**Breadth statement** (for CPAC, ETST, FVC, HASS, or WMST courses only):

\_\_ 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.

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

\_\_ Other: \_\_\_

If the course **content overlaps or duplicates the content of another course**, describe the overlap or duplication:\_\_\_

If the course **affects degrees, minors, and/or programs**, list the affected degrees, etc. and explain how they are affected:\_\_\_

If the course **affects the prerequisites and/or descriptions of other courses**, list the affected courses and explain how they are affected:\_\_\_

**Justification** for establishing the course (insert or attach):\_\_\_

**Syllabus** (insert or attach and include the information below):\_\_\_

**Course requirements** (e.g., term papers and examinations)

If an activity selected above under **“Activities and Hours” does not involve faculty contact** (e.g., extra reading, individual study, and outside research), describe the activity and explain how it will be evaluated.

If one of the activities selected above is **consultation hours**, explain how these hours will be implemented and monitored.

For further information about course guidelines, see the *General Rules and Policies Governing Courses of Instruction* at **senate.ucr.edu/Committees/courses/guidelines.pdf**