



### Undergraduate New Course Request Form

Use for courses 100-499. No "G" courses.

<b>Department Name:</b> _____		<b>Effective Term and Year:</b> _____				
<b>Program Name:</b> _____ <input type="checkbox"/> Existing Program <input type="checkbox"/> New Program <input type="checkbox"/> Proposed Program not yet approved by the BoR						
Justification:						
Comment on present and future availability of faculty, equipment, and other resources needed for this course:						
Will this impact other Departments? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department? _____						
Do any other departments currently offer courses which may overlap this new course? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, does that department agree that there is no significant conflict or overlap in coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Department/individual Consulted: _____						
<b>New Course Information:</b> (Required)	<b>Prefix:</b> _____ <b>Number:</b> _____ <b>Credit:</b> _____ <b>Lab:</b> _____ <b>Lecture:</b> _____ <b>Schedule Type:</b> _____ / _____ <b>Grading Option:</b> _____ <b>Course Title:</b> _____ <b>30 Character Max Abbreviation:</b> _____					
<b>Description:</b>						
<b>Prerequisite(s):</b>		<b>Co-requisite(s):</b>		<b>Pre/Co-requisite(s):</b>		
<b>Restriction(s):</b> _____						
<b>Repeatable Credit:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of times repeatable: _____ <input type="checkbox"/> Unlimited		<b>Variable Credit:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, __ min and __ max credits		<b>Variable Topic:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Pre/Co-Requisite for other Course?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide courses: _____						
<b>ADMIN USE ONLY</b>  AA  REVIEWED _____  PROCESSED _____  REGO  PROCESSED _____	<b>Submitted By</b>		<b>Name</b>	<b>Phone Ext/Email</b>	<b>Signature</b>	<b>Date</b>
	<b>Department Head</b>					
	<b>Academic Dean</b>					
	<b>UG Curriculum Committee</b>					
	<b>VP Academic Affairs</b>					

Upon approval by the Academic Dean, send the original, signed form **directly** to Academic Affairs, Academic Programs (Martin Hall, room 223). Academic Affairs will record as received, review for compliance with the University style guide and completion of information, and route as required to other approval entities.