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**Biden School New Graduate Course Curriculog Template** (rev 9/2023)

This form is for new graduate course proposals for the academic catalog. This form collects all the necessary data for your program to be entered into Curriculog.

**Program Director and/or Program Committee’s Responsibilities:** It is the Program Director and/or Program Committee’s responsibility to create and edit the content associated with this form and the attachments.

**Graduate Services Coordinator Responsibilities:** The Graduate Services Coordinator will provide administrative support, including answering questions, providing templates, providing clarifying information and entering the resulting content into the University tracking and approval system (Curriculog).

**Catalog Data Section:** Only the information entered onto this form in the "Catalog Data" section below will be applied to the catalog listing and considered "approved" for the purposes of the Academic Catalog and degree audits, if applicable. Supporting documentation, e.g., Four-Year plans, letters of support, syllabi, etc., although relevant and indicative of intent, does not constitute the "approved" language that will be imported into the Catalog.

* Before proposing a new course, it is suggested that the course be first taught as an **experimental (course number x67) course**. Developing and teaching an experimental course only requires the approval of a department’s curriculum committee. As an experimental course, the faculty member teaching the course can “work the bugs out”. Perhaps, after teaching it once or twice, the faculty member may revise the content, which could affect the course title or course description found in the catalog and in UDSIS. *Teaching as an experimental course is not a university requirement*, however it is strongly suggested as this can save catalog revisions later and improve the final course.  It is understood that there will be times that new course must be taught before it is offered in an experimental form.  *In this case, the explanation for why the course needs to be created as a permanent course****without having first been offered****in an experimental version should be included in the form.*  **After having offered a course in its experimental form twice, it is recommended that the course should be proposed and be sent through the official course creation process.**
* All action on a crosslisted course must be taken by the course owner.If a course is adding a crosslisting, it **MAY NOT** be crosslisted with an existing course. Attach support letter(s) from the cross-listing department(s) by clicking the PAPERCLIP icon. **Proposals that do not have a support letter from corresponding departments will not be crosslisted.**

Please visit Curriculog Templates and Examples for helpful documents as you plan for your course: <https://drive.google.com/drive/folders/1vjGHT9d2uNhrTaz5bnK_l8DxiE_M-cp2?usp=sharing>

Please read all sections below.

# ATTACHMENT LIST

1. Provide a syllabus/precise description of course content.
2. Necessary Crosslisting Support Letters
	* If the course is or will be crosslisted attach a support letter from the department(s) that are or will be crosslisted. Proposals that do not have a support letter from corresponding departments will not be crosslisted.

**PROPOSAL TYPE**

# Course ID:

## Enter a 7-character course ID. (e.g., ENG110)

Click or tap here to enter text.

# Course Title

## Enter a 30-character maximum course title.

Click or tap here to enter text.

# Justification of proposal:

*Justify the need for this course.*

Click or tap here to enter text.

# Identify the main emphasis of the course along with major topics covered:

# Click or tap here to enter text.

# Identify and justify any effect on other courses in your department or in another department:

*Specifically list other departments chairpersons and/ or faculty consulted and summarize results of discussion.*

Click or tap here to enter text.

# Instructor reference:

## Enter the faculty name to whom questions may be directed.

## Click or tap here to enter text.

# Additional comments about this course:

*These comments are for approver reference only and will not be stored in UDSIS.*

Click or tap here to enter text.

**CATALOG DATA**

Only the information entered onto this form in the "Catalog Data" section below will be applied to the catalog listing and considered "approved" for the purposes of the Academic Catalog and degree audits, if applicable. Supporting documentation, e.g., program policy documents, letters of support, syllabi, etc., although relevant and indicative of intent, does not constitute the "approved" language that will be imported into the Catalog. Please ensure your submissions are complete and final prior to launching the proposal.

# Short Title: Click or tap here to enter text.

# *Please limit to 30 UPPERCASE characters.*

# Credits for Catalog Display:

# If Credit Type is Fixed:

## Indicate Number of Credits (e.g. 1, 3)

Click or tap here to enter text.

# If Credit Type is Variable:

## Indicate Maximum and Minimum Credits Possible (e.g. 1-3)

Click or tap here to enter text.

# Can this be taken more than once per term?

 Yes

 No


# Can this be repeated for credit?

 Yes

 No


# Total Allowed Credits (see help text):\* Click or tap here to enter text.

*Total Allowed Credits is the number of credits a student can take and count towards graduation. Must be a multiple of the credit (or the Min of a variable credit course). Example: Three credit course can be repeated once for credit; Total Allowed Credits = 6. Example: Three credit course cannot be repeated for credit Max Repeatable Credits = 3.*

# Grading Basis:

 Pass/Not Pass

 Remedial

 Remedial Pass/Fail

 Student Option

*Student Option defaults to Standard Grading. Student Option is the mechanism that allows for P/F, auditing and listening.*

# Instructional Format:

## Select the Primary Instructional Format for the course.  For an explanation of the format options, click [here](https://www1.udel.edu/registrar/faculty_staff/courseinv.html#format).

## **If Lecture is a component, it must be the primary.**

 Lecture

 Lab

 Discussion

 Independent Study

 Studio

 Clinical

 Internship

 Field Studies

 Research

 Practicum


# Contact Hours

*To add a secondary Instructional format, add contact hours to another component. Courses typically do not have more than two formats.*

Click or tap here to enter text.

# Course Typically Offered:\*(Fall, Spring, Summer, Winter, Fall/Spring)

Click or tap here to enter text.

# Long Description: Please limit to 50-75 words

Click or tap here to enter text.

1. **Crosslisting (only complete if applicable):** *Two pre-existing courses may not be cross-listed with each other. Please email curriculog@udel.edu for questions about course number availability for cross-listing purposes.*

## **Requisites & Restrictions**

Only specific UD courses can be coded as requisites in UDSIS and enforced for enrollment purposes.  Non-course restrictions will be included in course descriptions but are not system-enforced.

Contact grading-registration@udel.edu with questions about requisites and restrictions.

#### ****Prerequisites****

These are course(s) or conditions that must be met before a student can register. In this context, “conditions” refer to non-course requirements such as a minimum score on the Math placement exam.

**Examples:**

* + FREN 211 and one 300-level French class.
	+ Grade of C- or better in MMSC 428
	+ NTDT 400 or NTDT611

**Prerequisite(s) (only complete if applicable):**

#### ****Corequisites:**** These are courses that must be enrolled concurrently or may be satisfied by previously earned credit.

**Examples:**

* + MATH 117 or MATH 231 or MATH 241
	+ NURS 358 and NURS 359

**Corequisite(s) (only complete if applicable):** *A corequisite operates as a prerequisite if a student has already earned credit in the course.*

#### ****Antirequisites:**** When a department offers different courses that have similar content, they can prevent students from registering in a course if they have earned credit in a similar course

**Examples:**

* + Students who have received credit in ECON 101 or ECON 103 are not eligible to take this course without permission.
	+ Students who have received credit in CISC465, CPEG465, ELEG465, MISY465, CISC 665, CPEG665, or MISY665 are not eligible to take this course without permission

**Antirequisite(s) (only complete if applicable):**

#### ****Restrictions****

Restrictions are used to convey information that students should be aware of prior to enrolling in the course.  These are included in the course description but are not enforceable as specific enrollment restrictions in UDSIS.

**Examples:**

* + Knowledge of probability and statistics recommended.
	+ Laboratory requires some out of class time for hands-on experience

**Please note:**

No requisite information (minimum grades, completion of specific courses, etc.) should be included as restrictions. That information should be in the appropriate requisite section above.

Enrollment restrictions that are not based on specific courses may be enforced on individual class sections as [Reserve Capacities](https://www1.udel.edu/registrar/helpdocs/ReserveCapGuide.pdf).

Contact grading-registration@udel.edu with questions about requisites and restrictions

**Restriction(s) (only complete if applicable):**