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**Biden School Graduate Course Curriculog Template** (rev 9/2020)

This form is for graduate course proposals/updates whether you are proposing a new course, course revision or removal of a course from the catalog. This form collects all the necessary data for your program to be entered into Curriculog.

For course deactivations, the only sections required are proposal type, course ID, course title and justification.

It is the responsibility of the Faculty member, Program Director, and/or Program Committee to create and edit the following attachments. The Academic Support 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).

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

* **Provide an attachment with a new/updated syllabus**
* **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

## Choose Appropriate Type

 New course proposal

 Revise an existing course

 Deactivate an existing course

# 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 course:

*Justify the need for the course, the need to revise the course, or the reason to deactivate the course.*

Click or tap here to enter text.

# Identify the main emphasis of the course and/or indicate the nature of the revision:\*

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**

# Course Catalog Title:

## Enter a 130-character maximum catalog title.

Click or tap here to enter text.

# Credits

# 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:

 Standard

 Pass/Fail

# Instructional Format:

## Choose Appropriate Type

 Lecture

 Lab

 Discussion

 Independent Study

 Studio

 Clinical

 Internship

 Field Studies

 Research

 Practicum

# Contact Hours

## If more than one instructional format, please enter contact hours for each instructional format.

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:

## Enter a 550-character maximum long description.

Click or tap here to enter text.

#  Cross-listed Courses:

## Add cross-listed courses by entering each course ID below (e.g., ENGL110).

Click or tap here to enter text.

# Prerequisites:

## Are there prerequisites for this course?

 Yes

 No

# Prerequisites Listed:

## If there are prerequisites for this course, please list them below.

Click or tap here to enter text.

# Co-requisites:

## Are there co-requisites for this course?

 Yes

 No

# Co-requisites Listed:

## If there are co-requisites for this course, please list them below.

Click or tap here to enter text.

# Antirequisite(s)

An antirequisite is an option to state that if credit has been earned in a course with similar content a student cannot enroll into this course without departmental approval.

Ex: ECON 100: Students who received credit in ECON101 or ECON103 are not eligible to take this course without permission.

## Are there antirequisites for this course?

 Yes

 No

# Antirequisites Listed:

I*f there are antirequisites for this course, please list them.*

 Click or tap here to enter text.

# Restrictions:

Any restrictions that are curricular (i.e. credit towards a program, minimum grades, courses of similar content, etc.) must be indicated at the program-level, not at the course-level. If it's not currently, a program revision should be submitted to include curricular restrictions on courses in the program.

Restricting courses by majors, rank, etc. should be handled by reserve caps or other enrollment controls. Restricting based on majors, rank, etc. causes major issues in registration. Please work with the Registrar's Office to set up flexible enrollment controls to manage prioritization of seats in offerings.

## Are there restrictions for this course?

 Yes

 No

# Restrictions Listed:

I*f there are restrictions for this course, please list them.*

 Click or tap here to enter text.

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