Open on NEW only

The "Copy Course Data" button loads any selected course - minus the course number, so that a previous course may be loaded and edited, rather than starting fresh f

Administrative Tools
- **Edit Form**
- **Reset Form**
- **All Fields Non-Required**

New Course Proposal

Please note that any information put into this form will not be saved until one of the save options is chosen at the bottom of the fo

Banner Status   ○ Active   ○ Inactive

Open on EDIT only   Only ACTIVE courses currently in data

Admin Update   ☐ Yes   ☐ No

General Course Characteristics

Whom should the curriculum committees contact with any questions about the course or course syllabus?

Name: [_____]   **E-mail:** [_____]

Subject code   [Select... ▼]   **Course number** [_____]

Is this a 400-/500-level course?   ☐ Yes   ☐ No

Course title [_____]   60 characters remaining

Number of credits [_____]
ⓘ

Can the course be repeated for credit?

☐ Yes   ☐ No

Open when repeatable = Yes

Maximum number of times the course may be repeated for credit *after* the initial instance

[_____]

Maximum number of credits that may be earned in total

[_____]

Under what conditions can this course be repeated?

[_____]

Catalog Description

[_____]

45 words remaining

Instructional Format(s)
☐ Lecture   ☐ Discussions
☐ Laboratory   ☐ Seminar
☐ Activity (e.g. Physical Education, Dance, Studio)   ☐ Independent/Special Study
☐ Experiential/Cooperative Ed   ☐ Individual Research
☐ Online Only   ☐ Hybrid Online
☐ Video-Based Distance Learning

Is this a "topics" course? *(A topics course is a repeatable course whose specific topic changes under one overarching subject. A subtitle identifies the focus of the course for a given term..)*

☐ Yes   ☑ No

Open when topics = Yes

Indicate a range of possible topics

[_____]

Describe common subject matter or approach which holds these topics together

	Code	Title		⊕

Does this course have prerequisites

☐ Yes   ☐ No

Prerequisites ⓘ   [Open when has_prereqs = Yes]

Is this course part of a SEQUENCE? *(Two or three closely related courses that must be taken in specified order. Do not flag if all are NEW course proposals.)*

[Text in italics is Help Bubble Text for "sequence"]   ☐ Yes   ☑ No

Is this course part of a SERIES? *(Two or more closely related courses that may be taken in any order. Do not flag if all are NEW course proposals.)*

[Text in italics is Help Bubble Text for "series"]   ☐ Yes   ☑ No

[Open when series = Yes]
List other courses

	Code	Title		⊕

[This is Help Bubble Text for "series_membs"]

Please indicate any enrollment restrictions

Will your course be restricted by major/minor, class level, or college? Type the restriction name into the search field and click on "Find Restriction." You may use an asterisk (*) as a wildcard in the search field.

Example: Type in Anthropology to find Anthropology major/minor.
Example: Type in Freshman to restrict Freshman level students
Example: Type in Music and Dance to find Music and Dance, School of college restriction.

All associated restrictions will appear for selection.

[This text is Help Bubble Text for "restrictions" - Manageable in CIM Help Bubbles]

[The data for restrictions is Manageable in CIM Course Restrictions Management (from Courseleaf Console). Any restriction with a rank < 3 will be displayed on page - all others hidden until searched for.]

☐ Freshman ONLY   ☐ Junior ONLY
☐ NO Freshman   ☐ NO Junior
☐ NO Senior   ☐ Senior ONLY
☐ Arts & Sciences, College of ONLY   ☐ Business, Lundquist College of ONLY
☐ Education, College of ONLY   ☐ Honors College ONLY
☐ Journalism and Communication ONLY   ☐ Music and Dance, School of ONLY
Other: [_____]

What grading options do you want available for this course?

[Gradeing options for BOTH Non-Majors and Majors are controlled by a SINGLE entry in CIM Codes - Edit "grade_mode" to affect both of these fields]

For non-majors   ☐ Optional (Graded or P/N)   ☐ Graded Only   ☐ Pass/No Pass Only

For majors   ☐ Optional (Graded or P/N)   ☐ Graded Only
☐ Pass/No Pass Only

Effective Term   [Fall 2017 ▼]   *Course proposals approved by the University of Oregon Committee on Courses (UOCC) and the University Senate are effective the following fall term , unless an earlier term is selected.*
Click here for specific school/college curriculum deadlines. http://committees.uoregon.edu/node/459

If requesting a start term other than fall, please provide rationale.
[Open when eff_term RANK is NOT 0]

Special Curricular Status (Undergraduate Courses)

Open when course_number < 500

Are you requesting that the course count toward a general education group requirement?

Open when course_number < 400

☐ Yes ☐ No

General Education Group

Open when gened = Yes

Group-satisfying courses at the lower division must be offered annually; upper division courses at least every other year. For group criteria, visit Curriculum Resources linked to http://committees.uoregon.edu/node/10.

☐ Arts & Letters ☐ Social Science ☐ Science

Please describe HOW this course has been designed to fulfill the criteria of the general education requirement(s) selected

Are you requesting that the course count toward the multicultural requirement?

☐ Yes ☐ No

Multicultural Group

Open when multicult = Yes

For multicultural category criteria, visit Curriculum Resources linked to http://committees.uoregon.edu/node/10.

☐ American Cultures ☐ Identity, Pluralism, & Tolerance ☐ International Cultures

Please describe HOW this course has been designed to fulfill the criteria of the multicultural category selected

Expanded course description

Format ▾ Styles ▾ Source

Are you requesting that the course bear an Honors ("H") designation on the transcript? *For Honors criteria, visit Curriculum Resources http://committees.uoregon.edu/node/10.*

☐ Yes ☐ No

Open when honors = Yes

Please describe HOW this course meets the standards for an honors designation

[ ]

Are you requesting that the course count toward the Foreign Language requirement for the BA degree?

☐ Yes   ☐ No

Open when ba_fl_req = Yes

Please describe HOW this course meets the foreign language requirement for a B.A.

[ ]

Are you requesting that the course count toward the Math/Computer Science requirement for the BS degree?

☐ Yes   ☐ No

Open when ba_fl_req = Yes OR bs_mathcomp = Yes

Please describe HOW this course meets the math-computer science requirement for a B.S.

[ ]

Rationale for Course

Has this course been offered before? *(e.g., as an experimental course)*

☐ Yes   ☐ No

Open when prev_offer = Yes

Please list previous subject code, course number and course title

[ ]

Most recent term taught

[ ] *Ex: Spring 2000*

What is the rationale for creating this course?

[ ]

How does it fit into the curriculum of its sponsoring department and/or other programs to which it belongs?

[ ]

Is this course connected to any other curricular changes in process?

☐ Yes   ☐ No

Concurrent curricular changes *(i.e. other courses or degree programs currently being proposed, changed, or dropped)*

Open when concurrent_prog = Yes

Educational Format or Activity	Hours Engaged Per Term (UG)	Hours Learning Outcome Engaged Per Term (Grad)	Explanation/Justification	

Student Engagement

University policy defines one undergraduate credit hour as approximately 30 real hours of student work (both in class meetings and outside of class) per term. One graduate credit hour denotes 40 hours of work per term. Graduate students in 400-/500-level courses are therefore expected to perform roughly a third more work than their undergraduate counterparts; grading them more stringently is not sufficient. Law courses require 56 hours per credit per 14-week semester.

Above text is Help Bubble Text for "stud_workload"

Student Engagement Inventory

The Student Engagement Inventory (SEI) below is checked against the syllabus to ensure that the number of credit hours requested corresponds to the student workload described in the syllabus. To complete the SEI, instructors should estimate the number of hours a typical student is expected to spend per term on various activities, including attending class. For each applicable activity, indicate the total expected hours and briefly justify your time estimate in the space provided. For reading and writing assignments, include the number of required pages in your justification. Be specific about the additional work required of graduate students in 500-level courses. Also be aware that under the GTFF Collective Bargaining Agreement, requiring graduate students in 500-level courses to lead discussion sessions, lecture for the instructor, lead group projects, or take responsibility for undergraduate students' learning experiences is not acceptable unless the course itself is a pedagogy course. For credit hour and student workload policies, visit Curriculum Resources http://committees.uoregon.edu/node/10. (For in-class sessions, 50-min. sessions = 1 hour, 80-min. sessions = 1.5 hours)

EXAMPLE for a 4-credit upper division undergraduate course that meets 3 hours per week.

Educational Format or Activity	UG Hours	Explanation/Justification
Lecture(Note: 50-minute session=1 hour,80-minute session=1.5 hours)	30	20 lectures @ 1.5 hrs
Discussion sections	10	1 hr/week in discussion section
Assigned readings	50	~100 pages (approx. 5 hrs) per week
Writing assignments	30	3 hrs/ week on homework
TOTAL HOURS	120	

Above text is Help Bubble Text for "stud_engage"

Educational Format or Activity	Hours Engaged Per Term (UG)	Hours Engaged Per Term (Grad)	Explanation/Justification	
Select... ▼	UG	GRAD		⊗
Total:	0	0		

Open when course_number = 5XX OR when course_number = 4XX AND dual_level = Yes

400-/500-level differential

(For 4xx/5xx courses). What additional work will be expected of graduate students? Above text is Help Bubble Text for "dual_diffnl"

Student Learning Outcomes

Learning Outcomes: What are the skills, abilities, or major concepts a student is expected to acquire in this course? If multiple instructors will teach the course, consider which objectives are likely to be common to each instance.

Learning Outcome	

Subject Codes: ⊕	Learning Outcome	
		❌

Other

Is there anything else you would like the reviewers to know?

Departmental Sponsorship

Is this a multilisted course? *(For multi-listed criteria, visit Curriculum Resources* http://committees.uoregon.edu/node/10*)*

☐ Yes   ☐ No

Subject Codes:	⊕
Select... ▾	❌

Open when crosslisted HAS VALUE

Document your due diligence in consulting with other department heads, or faculty curriculum coordinators if multilisting is potentially an issue. Attach relevant emails.

Format ▾	Styles ▾				Source

Provide documentation of your multilisting agreements with other departments. Attach relevent documents (i.e. memo of understanding, e-mails).

Uploaded Files:

Files To Be Uploaded:

Above text is Help Bubble Text for "overlap"

Document your due diligence in consulting with other department heads, or faculty curriculum coordinators if overlap is potentially an issue. Supporting documents or e-mails may be attached below. *If a proposed course has the potential to overlap with an existing course in another unit, or with any future course that might traditionally belong in another unit, the proposing unit will need to provide formal confirmation that the other unit has been consulted and asked for feedback. This communication is intended to foster cooperation and collegiality among units.*

Format ▾	Styles ▾				Source

Uploaded Files:

Files To Be Uploaded:

What is the expected enrollment of the course when offered?

What faculty are available to teach this course? (list by name.)

What other resources (e.g., GTFs, technology support) are needed to sustain it at the expected enrollment(s) and in the expected format(s)?

Open when gened = Yes

The department agrees to offer lower division group-satisfying courses annually and upper division group-satisfying courses at least every other year.

☐ Yes   ☐ No

Syllabus and other supporting documents

Uploading your syllabus:

Please upload your syllabus in PDF form here.

You are free to construct a syllabus that is appropriate for your field and that suits your pedagogical style, but you should adhere to the checklist provided. Remember that your syllabus will be evaluated by reviewers who are non-specialists.

Other required documents (e.g. letters of support) may also be uploaded here.   Above text is Help Bubble text for "syllabus"

Uploaded Files:

Files To Be Uploaded:

Department   Select Dep ▼

College   Select Col ▼