

UIS New Course Approval and Course Change Form

(Not for Use with General Education Courses)

1. Program Name: _____ Course Prefix and Number: _____ Effective Term: _____
 2. Program Contact Person: _____
Mail Stop: _____ Phone: _____ E-mail address: _____
 3. Please indicate whether the course is _____ New or _____ Currently in Banner system
 4. For courses currently in Banner system, indicate type of change requested: (check all that apply)
 Change in prefix or number from _____ to _____
 Change in description or course title
 Change in schedule type (e.g. lab, on-line)
 Change in credit hrs/faculty workload hrs
 Delete a course at the end of _____ term (Fall, Spring, or Summer)
 Other: _____
 5. For new courses or changes in title, please provide course title (30 characters):

 6. For new courses or changes in hours information, please provide the following:
Credit Hours _____ Faculty workload hours _____
 7. For new courses or changes in description, please attach description (50 words, including prerequisites):

 8. How will course be staffed (full-time faculty, adjuncts, or both)? _____
 9. Schedule Type: (Check all that may apply to this course)
 Lecture Lecture/ Discussion Lab Clinical Practice Online
 10. Can this course be repeated for credit? yes no
(If yes, then the course has variable topics, allowing a student to take the course more than once, even in the same term; this question does not refer to a student replacing a grade by retaking a course.)
If so, is there a Max number of times for repeat? _____ OR Max hrs for a variable credit course? _____
 11. Grading mode (one mode must be designated as the default):
Grade modes are limited to the following options: S only; C only; S+C; Y only; X only; Y+X
 (S) Standard letter grade **with** incomplete (I) and **without** deferred grade (DFR) Check if S is default
 (C) Credit/No Credit **with** incomplete (I) and **without** deferred grade (DFR) Check if C is default
 (Y) Standard letter grade **without** incomplete (I) and **with** deferred grade (DFR) Check if Y is default
 (X) Credit/No Credit **without** incomplete (I) and **with** deferred grade (DFR) Check if X is default
 12. Registration Restrictions: If this course is to be restricted to a particular student population (e.g. BIO majors only, Senior class only, Cap Scholars only, Graduate students only, etc.; note that General Education courses may not be restricted).

 13. If the course will be cross-listed, please list all courses involved:
Controlling course: _____ Other courses in cross-list: _____
- Approval Signatures:
- Faculty member submitting proposal: _____ Date: _____
- Program Administrator: _____ Date: _____
- Program Administrator (cross-listed course): _____ Date: _____
- Program Administrator (cross-listed course): _____ Date: _____
- Chair, College Curriculum Committee: _____ Date: _____
- Dean: _____ Date: _____
- Office of VCAA: _____ Date: _____