

For use by Catalog Production Office Only  
Do Not write in this box.  
Course is listed in current catalog? Y or N  
EFFECTIVE TERM APPROVED \_\_\_\_\_

For Office Use Only:  
Course Attributes: \_\_\_\_\_  
\_\_\_\_\_

Current Date

## UIS New Course Approval and Existing Course Change Form

1. Please indicate whether the course is  Is the course an ECCE, Gen Ed, or Non-Gen Ed?

2. Program Name  Course Prefix and Number  Effective Term Requested

3. Contact Person for an existing course

Syllabus Designer for new courses

Mail Stop  Phone Number  E-mail Address

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 prerequisite From \_\_\_\_\_ To \_\_\_\_\_

Change in course title (see Item 5)

Change in description (see Item 6)

Change in credit hours (see Item 7)

Change in faculty workload hours (see Item 7)

Delete a course at the end of term (Summer only): Enter Year

Add cross-list (list all courses involved) Controlling Course \_\_\_\_\_ Other courses in cross-list: \_\_\_\_\_

Other \_\_\_\_\_

5. For new courses or changes in title, please provide course title:

Title that will appear in schedule, limit 30 spaces (abbreviated)

Full Title for the Catalog

6. For new courses or changes in description, please provide description below: (460 character limit)

7. For new courses or changes in hours information, please provide the following:

Credit Hours  Faculty Workload Hours

8. If course is intended for the UIS General Education Curriculum, please indicate the requested category

9. If course is intended for the UIS ECCE Curriculum, please indicate the requested category:

10. Schedule Type: (Check all that may apply to this course)

- Clinical Practice                       Lecture                                       Studio  
 Internship                                       Lecture-Discussion  
 Laboratory                                       Online  
 Laboratory-Discussion                       Practice

11. Can this course be repeated for credit? (pick one)

If yes, then the course has variable topics, which allow the student to take the course more than once, even in the same term. (This 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?

12. Grading mode:                                      One mode must be designated as the default:

Grade modes are limited to the following options:

S only; C only; or S+C;

Y only; X only; or Y+X

- ( **S** ) Standard letter grade **with** incomplete (I) and **without** deferred grade (DFR)  
 ( **C** ) Credit/No Credit **with** incomplete (I) and **without** deferred grade (DFR)  
 ( **Y** ) Standard letter grade **without** incomplete (I) and **with** deferred grade (DFR)  
 ( **X** ) Credit/No Credit **without** incomplete (I) and **with** deferred grade

13. 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).

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14. Existing cross lists: Controlling Course  Other courses in cross list:

15. Approval Signatures: Please print this form before obtaining 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

GEC Chair:  Date

Office of VCAA:  Date