

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).

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 _____

Department Administrator: _____ Date _____

Department Administrator
Cross-Listed Course: _____ Date _____

Department Administrator
Cross-Listed Course: _____ Date _____

Chair, College Curriculum Committee: _____ Date _____

Dean: _____ Date _____

GEC Chair: _____ Date _____

Office of VCAA: _____ Date _____