

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 _____
(Full Program Name) (Abbreviation for Program)

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 (pick one) _____ 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)
(spaces & punctuation count toward 30 characters) _____

Full Title for the Catalog _____

6. For new courses or changes in description, please provide description: (75 word limit including prerequisites)
(if more than 2.5 lines in the description box, count words)

7. For new courses or changes in hours information, please provide the following:
(3-4 credit hours typically count as 4 workload hours)

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) (most common schedule type: lecture, lecture/discussion, online)

- Lecture Lecture/Discussion
 Lab Clinical Practice
 Online

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) (most common choice)
 (**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.
(must have wet signatures and dates, do not submit digital form or digital signatures)

Faculty Member submitting proposal: (only tenure-track faculty allowed to submit)	<input type="text"/>	Date	<input type="text"/>
Program Administrator:	<input type="text"/>	Date	<input type="text"/>
Program Administrator (cross-listed Cross-Listed Course: signature's required	<input type="text"/>	Date	<input type="text"/>
Program Administrator Cross-Listed Course: before submitting)	<input type="text"/>	Date	<input type="text"/>
Chair, College Curriculum Committee:	<input type="text"/>	Date	<input type="text"/>
Dean:	<input type="text"/>	Date	<input type="text"/>
GEC Chair:	<input type="text"/>	Date	<input type="text"/>
Office of VCAA:	<input type="text"/>	Date	<input type="text"/>