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 <u>not</u> 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

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