Office of the Registrar

UNIVERSITY OF COLORADO **BOULDER**

COURSE PROPOSAL FORM

Complete this form for courses new to the ISIS Course Catalog (use the Course Revision Form for changes to existing courses)

Initially to be offered Catalog Year (a Catalog Year begins in a Fall Term and ends in a Summer Term and consists of Fall, Spring and Summer Terms): _____

- Academic Group (College, School or Program): _____
- Subject Area (Dept. Course Prefix): _____
- Catalog (course) Number: _____
- Cross Listing Subject Area: _____ Catalog (course) Number: _____

1. Short Course Title (prints on Transcripts, Study Lists, and Schedule of Classes; cannot exceed 29 characters):
   _____
2. Long Course Title (prints in Catalog; cannot exceed 60 characters):
   _____
3. Course Description (cannot exceed 60 words and should begin with a verb):
4. Credits: Fixed _____ or Variable: _____ to _____
5. Grading Basis: Student Option
6. Repeatable for Credit: Maximum Credits Allowed: _____ Allow Multiple Enroll in Term Yes/No?
7. Catalog Sub-Header (i.e., Europe: Topical): _____
8. Course Pre-requisite (i.e., GEOG 1000 is a prereq for GEOG 1010) NOTE: will be listed in the course description.)
   a. Subject Area _____ Catalog (course) Number _____ Required or Recommended? And/Or?
   b. Subject Area _____ Catalog (course) Number _____ Required or Recommended? And/Or?
   c. Subject Area _____ Catalog (course) Number _____ Required or Recommended? And/Or?
9. Course Co-requisite (i.e., GEOG 1000 is a co-req for GEOG 1010) NOTE: will be listed in the course description.
   Subject Area _____ Catalog (course Number) _____

10. Course Restrictions, (i.e., restricted to juniors/seniors; restricted to majors): NOTE: will be enforced and listed in the Course Description.
    a. _____
11. Components:
    a. Activity Type (select only one):
       Select a component activity
    b. If two or more components are selected please note which component is graded/primary: _____
12. Anticipated enrollment number in each component (activity type), i.e., Lecture = 120 Lab = 30 _____

Request prepared by: _____ Date: _____

Approved by Department: _____ Date: _____

Approved by College Committee: _____ Date: _____

Approved by Dean of College: _____ Date: _____

Approved by Graduate School: _____ Date: _____

PART I: RATIONALE FOR OFFERING THE COURSE

13. Why should this course be offered? How does this course fit in with the existing curriculum? If it is necessary to offer the course as a double-listed (4000/5000) course, justify offering it in this format rather than as a 5000-level only course.

Was this course reviewed by a committee in the department? Yes ☐ No ☐

PART II: TOPICAL OUTLINE OF THE COURSE

14. List under major and minor headings the principal topics covered in this course and the approximate number of class hours devoted to teach topic. Please be specific and inclusive. (Insert extra page if needed.)

15. Required Readings *(provide full bibliographic information, including date of publication and sample reading assignments/lists, if available).*
    Texts:

    Journals:

    Other Sources:

16. Kinds of work required of students in the course. Be specific and indicate the percentage weighting of each type of assignment or work required in determining students' grades.

17. If this course is double-listed (4000/5000), indicate the kinds of work that will be required of the graduate students and the undergraduate students separately. Please include the percentage weightings of each type of assignment or work required in determining students' grades.

PART III: JUSTIFICATION OF OVERLAP

18. If there is substantial overlapping of the content of the propose course with another course, either in your department or another department, justify the overlap and attach a letter from the other concerned department verifying agreement that overlap is justified.
    Overlapping course(s):

    Justification of overlap:

19. Remarks: add any explanations or additional information that you believe would be helpful in the appraisal of this course proposal.

NOTE: Approval of this course does not assure allocation of space, supplies, and staffing needs.
After obtaining all necessary signatures, fax pages 1 & 2 to Academic Scheduling, x5-3705

Revised 6/12

Reset Form

Print Form