VPAA 01-12

 **NEW COURSE REQUEST\***

**Order of action: Submit to the Office of Academic Affairs for review. The requests will then be forwarded to the appropriate committee to begin the approval process. Please attach a completed signature page.**

Field

 4-5 **COURSE PREFIX & NUMBER**:

 7 **CIP CODE**:

 8 **COURSE TITLE**:

 9 **MODE OF INSTRUCTION**: (Check One)

[ ] Lecture with Lab 00 [ ] Speech, Fine Arts, Journalism

[ ] Lecture or lecture with formally scheduled Activity 06 discussion, activity, demonstration, clinic 01 [ ] Independent Study/Dir. Readings 07

[ ] Seminar 02 [ ] Research: Masters Thesis 08

[ ] Laboratory 03 [ ] Individual Instruction 09

[ ] Internship, Field Experience, Clinical Practice 04 [ ] Other (explain) 10

[ ] Physical Education/Recreation Activity 05

1. **# OF CONTACT HOURS** (fixed credit courses only):     (example: 32, 48, 96)

 11 **GENERAL EDUCATION: (CHECK ONE)**

#  [ ] General Education/Required Course 1\* [ ] General Education/General Elective 3\*

**[ ] General Education/Guided Elective 2\*** **[ ] Will not satisfy General Education 4**

 **\*When requesting general education approval (1, 2, or 3), attach a support memo addressed to the General Education Committee to this form. After action by the Curriculum Committee, the request will be forwarded to the General Education Council.**

If applicable, list three digit program code for the following fields:

 12 **DEGREE PROGRAM REQUIRED**:

 13 **DEGREE PROGRAM GUIDED ELECTIVE**:

 14 **DEGREE PROGRAM GENERAL ELECTIVE**:

 16 **CROSSLISTED** (synonymous) in inventory: (Check One) [ ] Yes [ ]  No

 If yes, list course prefix and number of crosslisted course(s):

 18 **REQUESTING LIBERAL ARTS & SCIENCES**: (Check One) [ ] Yes [ ]  No

 19 **VARIABLE CONTENT/CREDIT**: (Check One) [ ] Yes [ ] No

 (If yes, the course number should end in "0")

 25 **REASON FOR VARIABLE CONTENT/CREDIT**: (Check One)

[ ] New course experimentation 1 [ ] Response to undergraduate specialized needs 4

[ ] Graduate research and specialized need 2 [ ] Other (explain)\*\* 5

[ ] Internship, Field Experience 3 [ ] Undergraduate research 6

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IF VARIABLE CREDIT/CONTENT, INDICATE:

 20-23 **Minimum & Maximum # of: CREDIT HOURS**     -     **CONTACT HOURS**    -

 24 **NUMBER OF REPEATS**:

Catalog course **DESCRIPTION**: (Including any prerequisite/co-requisite)

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**NOTE: On separate sheet, list course objectives, possible texts, and rationale for request.**

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| **\* IF THIS COURSE WILL BE REQUIRED IN A PROGRAM, SUBMIT A PROGRAM REVISION AT THE SAME TIME.** |