Developed with the assistance of SBUS faculty member Richard Peterson, the following is a general guide to assist faculty in filling out the new course form. Use this form, in conjunction with the document entitled “Electronic Process for Proposing New Courses” available here for best results.

<table>
<thead>
<tr>
<th>FORM ENTRY ITEM</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Consists of an approved 4 letter alphabetic discipline code (e.g., ACCT) and a unique 3 digit number code in the 000-499 range for undergraduate courses and 500-699 for graduate courses. Check Course Inventory Search on Course Submissions page Requests for new course alpha codes should be made through the Provost’s Office (Barbara Ritola)</td>
</tr>
<tr>
<td>Proposed Course Title</td>
<td>Full, descriptive name of course, 100 characters or less, including spaces. When title over 30 characters, required to provide abbreviated course title.</td>
</tr>
<tr>
<td>Abbreviated Course Title</td>
<td>Abbreviated name of course that appears in some formats such as the registration system. Must be 30 or less alphanumeric characters, including spaces.</td>
</tr>
<tr>
<td>College/School</td>
<td>Approved abbreviation for college or school housing the course. The School of Business code is “SBU.” Use drop down on form.</td>
</tr>
<tr>
<td>Department</td>
<td>Approved abbreviation of administrative department within college or school offering course.</td>
</tr>
<tr>
<td>Minimum Semester Hours</td>
<td>Least number of credits a student could earn by taking and passing this course one time. If there is no credit associated with this course the number should be “0”. If fixed credit (3), minimum and maximum will be the same, e.g. Minimum 3, Maximum 3.</td>
</tr>
<tr>
<td>Maximum Semester Hours</td>
<td>Most number of credits a student could earn by taking and passing this course one time. If there is no credit associated with this course the number should be “0”. If variable credit, e.g. 1-3, Minimum would be 1, Maximum would be 3</td>
</tr>
<tr>
<td>Maximum Repeat</td>
<td>Maximum number of credits a student may apply toward degree program by repeating this course.</td>
</tr>
<tr>
<td>Pass/Fail Only?</td>
<td>Enter “N” for no if students will receive a letter grade (“A” to “F”). Enter “Y” if the grade will simply be “P” or “F” for pass or fail</td>
</tr>
<tr>
<td>Student Contact Activity 1</td>
<td>Number of semester (credit hours (not clock hours) that will be attributed to a specific type of student engagement. Typical activities are “Lecture”, “Seminar”, “Lab”. Enter both the activity and semester hours).</td>
</tr>
<tr>
<td>Student Contact Activity 2</td>
<td>See explanation in First Student Contact Activity directly above. Must be different than first.</td>
</tr>
<tr>
<td>Student Contact Activity 3</td>
<td>See explanation in First Student Contact Activity directly above. Must be different than first and second.</td>
</tr>
<tr>
<td>Course Delivery</td>
<td>Will this course be face-to-face, online or hybrid</td>
</tr>
<tr>
<td>Proposed Capacity</td>
<td>Maximum number of students permitted to enroll in one section of the course.</td>
</tr>
<tr>
<td>Cross List 1</td>
<td>A single course offered collaboratively through two departments. Each department must submit a new course proposal and will share responsibility for the course. The</td>
</tr>
</tbody>
</table>
new course proposal forms must be identical in every way, with the exception of the four-letter subject code. You must clearly explain on the new course proposal form how the course meets the criteria for cross-listing, and how the cross-listing benefits students. The forms must be submitted simultaneously for approval.

<p>| Cross List 2 | See explanation in Cross List 1 |
| Cross List 3 | See explanation in Cross List 1 |
| <strong>Pre-requisites</strong> | Courses or other conditions (e.g., “For Majors Only”) that must be met prior to enrolling in course. Courses in the 200 range and up must have a “range – 100” level course as a prerequisite. For example, a 400-level must have a 300-level prerequisite, etc. Another option: Courses may be taken as a prerequisite or a co-requisite (must be taken at the same time as prerequisite). |
| <strong>Co-requisites</strong> | Must be taken at the same time as pre-requisite |
| <strong>Catalog Description</strong> | Description of course as you would like it to appear in the Catalog of Courses. Must be less than 1000 characters including spaces. |
| <strong>Teacher Certification Program</strong> | If yes, must be signed by Teacher Certification Officer |
| <strong>Adequate Facilities and Library Resources</strong> | If no, explain proposed provisions |
| <strong>Adequate Faculty Resources</strong> | If yes, list faculty likely to teach this course |
| <strong>Purpose of this course</strong> | Explain the reason for development of this course |
| <strong>Specific Course Learning Objectives</strong> | e.g., As a result of this course, students will be able to... |
| <strong>Assessment Course Learning Objectives</strong> | Describe the strategies for assessing each of the stated learning objectives |
| <strong>Scope</strong> | Describe the scope of this course |
| <strong>Course Content</strong> | Describe the topics that will be covered |
| <strong>Required Reading</strong> | Indicate readings for the course |
| <strong>Methods of Evaluation</strong> | Choose the ways in which the students will be evaluated (more than one may be selected) |
| <strong>Selected Bibliography</strong> | Provide list as appropriate |
| <strong>Program Usage</strong> | In which program(s) will this course be used? |
| <strong>Meet Goals</strong> | How will this course meet 1 or more of the Program Learning Goals (PLG) in the Program Assessment Plan. |
| <strong>Additional Course Options (UG only)</strong> | What course attributes does this course also fulfill (if applicable), e.g., Gen Ed, World Cultures or Graduation Writing requirements |
| <strong>Submitted by:</strong> | Full name of person completing this form |
| <strong>Campus email address of person completing this form</strong> | |
| <strong>SIGNATURE WORKFLOW</strong> | Enter names of appropriate individuals. <strong>It is the responsibility of the department to keep this list current.</strong> Update the names listed as needed. |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson, Department Curriculum Committee</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Department Chairperson or Subject Area Director</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Chairperson, College/School Curriculum Committee</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Dean, College/School</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>University Teacher Certification Officer (Teacher Education Courses Only)</td>
<td>Include ONLY if this course is used for Teacher Education</td>
</tr>
<tr>
<td>Additional Signatures</td>
<td>If needed</td>
</tr>
<tr>
<td>Dean of the Graduate School (Graduate courses only)</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Associate Provost for Academic Programs &amp; Assessment</td>
<td>Self-explanatory</td>
</tr>
</tbody>
</table>