

New Course Form Instructions (Syllabus required for all requests)

- Item 1.** Name of department – do not abbreviate.
- Item 2.** Course prefix, course number and complete title of course. Check with Curricular Services to see if the course number is available. The course number may not have been used in the last 10 years.
- Item 3.** Course description must not be more than 50 words long, and consist of short phrases connected by semicolons; use commas to separate a series. *Reference catalog course descriptions for examples.*
- Item 4.** Course numbers of 300 and 400 require the minimum prerequisite of “junior or senior classification.” The prerequisite of “or approval of instructor” may also be added. If the course is cross-listed, give the course prefix and number. Cross-listed course should be identical, except for the course prefix (and sometimes number). Cross-listed courses require the signature of both department heads. Do not include “stacked” course information.
- Item 5.** A variable credit course is one that students can sign up for with a variable number of credit hours. Check “yes” if this is a variable credit course and give the credit range (i.e., 1 to 3). If this course is not a variable credit course, check “no.”
- Item 6.** If the course can be taken more than one time for credit, check “yes.” If not, check “no.” If yes, how many times can this course be taken and can it be taken more than once in the same semester?
- Item 7.** Fill in either A or B. On line A list curricula that will *require* this course and on line B list curricula that will use this course as an *elective*. Only indicate undergraduate degree programs for undergraduate courses and graduate degree programs for graduate courses. On line B, list “undergraduate general academics” (undergraduate course) or “any master’s or doctoral program” (graduate course) if the course will be available as an elective for any degree program.
- Item 8.** Attach appropriate letters of support from departments that are teaching related subject areas.
- Item 9.** Fill in prefix and course number, and short title with no more than 24 letters and spaces (this will appear on the student’s transcript). Try to use abbreviations that most people will recognize. The short title must be from Item 2, and not a condensed title from the course description. Example, “Introduction to Semiconductor Theory” should not be “Introduction to SC Thry”; instead, make it “Intr to Semiconduct Thry.”
- Fill in the lecture and lab *contact* hours, and the semester credit hours (SCH). Examples: For a 3-hour lecture, no lab, and 3 SCH course, fill in 03 for Lect, 00 for Lab, and 03 for SCH. For a 3-hour lecture, 2-hour lab, and 4 SCH course, fill in 03 for Lect, 02 for Lab, and 04 for SCH. **NOTE:** A 1-contact hour lab gives you 0 SCH. There must be 2 or 3-lab contact hours for 1 SCH.
- Subject matter content code (CIP Code) should be determined by the department submitting the new course request to make sure the proper subvention funding is obtained for the course. These codes can be obtained from the Texas Higher Education Coordinating Board (THECB) website: <http://www.txhighereddata.org/>. The Associate Director of Curricular Services can assist departments with this process.
- The administrative unit number may be found on Compass Form SZACXRF for an existing course in the department with the same prefix.
- The academic year is when the course will appear in the University catalog (i.e., 08-09).
- Level refers to course level: 100 = 1, 200 = 2, 300 = 3, 400 = 4, 600 = may be 5 or 6, 900 = 7. For example, view an existing course on Compass Form SZACXRF and reference the level given for that course.
- Approvals.** Appropriate approval signatures must be obtained before submitting the course request to Curricular Services (undergraduate) for UCC or Graduate Studies (graduate) for GC.