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| --- | --- |
| **College:** | Choose an item. |
| **Department/School:**  | Choose an item. |
| **Person Submitting Initial Request:** | Click or tap here to enter name. |
| **Effective Catalog Year:(e.g.: 2023-2024)** | Click or tap here to enter text.  |
| **First Semester Offered: (e.g.: Fall 2023, Spring 2024, Sum1 2024, etc.)** | Click or tap here to enter text. |
| **Course Prefix / Number / Title:** | Enter prefix, number and title (7 words or less). |
| **Abbreviated Title:** | **Suggest an abbreviated title (no periods, 20 characters or less including spaces).**Click or tap here to enter text. |
| **Course Type:** | Choose an item. |
| **TX Common Course #:** | Click or tap here to enter text. (see [tccns.org](https://tccns.org/)) |
| **Hours:** | Click here SCH | Click here Lecture | Click here Lab |
| **Implication to Major:** | [ ]  Required (submit *Program Change Request*)[ ]  Elective[ ]  University Core (submit *Core Curriculum Request*)[ ]  Other |
| **Important notes:*** **Once the ‘New Course Request’ has been approved by the University Curriculum Committee and Provost, please contact Academic Digital Marketing (ADM) to update any college or department websites.**
 |
| **Catalog Description**(Use 50 words or less, preferably as few as possible.) |
| Click or tap here to enter text. |
| **Prerequisites** |
| Click or tap here to enter text. |
| **Course Delivery**(Choose all that apply.) |
| [ ]  Face-to-face | [ ]  Hybrid | [ ]  Online | [ ]  Other |
| Explain “other” type of delivery. |
| **Additional Course Information** |
| Check all attributes that apply to this course.  |
| [ ]  auditable | [ ]  pass/fail | [ ]  HAZ (lab safety training required)  |
| [ ]  been taught before | [ ]  repeatable for credit (provide details in description) |
| When will this course first be offered? | Choose a term.  | Enter year. |
| What is the anticipated enrollment? | Click here |
| Check all terms this course will typically be offered. |  [ ]  FA [ ]  DEC [ ]  SP [ ]  MAY [ ]  SU1 [ ]  SU2  |
| Check the yearly cycles(s) this course will typically be offered. | [ ]  All [ ]  Odd [ ]  Even  |
| Check the modality that this course is typically offered.  |  [ ]  Only Online [ ]  Only Face-to-Face [ ]  Both and/or Hybrid |
| Does the course require the use of hazardous chemicals and/or equipment? (If the answer is ‘no’, please mark N/A on the next question.) |  [ ]  Yes  |  [ ]  No  |  |
|  Has the course been marked as (HAZ)? |  [ ]  Yes, it is  |  [ ]  No, but it needs | [ ]  N/A  |
| List WT course(s) being duplicated by this course. | Click or tap here to enter text. |
| Check if the class is [ ]  stacked or [ ]  cross listed. (Choose all that apply; list courses below.) |
| Existing Courses(s): List courses here.. | New Courses(s): List courses here. |
| **Explanation/Justification**Provide a brief explanation of the request and specify assessment findings (learning and/or strategic) that support the need for this request. |
| Click or tap here to enter text. |
| **Other Department(s) Affected by this Request** Confirm contact of and approval by other departments. |
| Click or tap here to enter text. |
| **Implications to Budget**Describe additional personnel (faculty/staff), space, equipment/supplies, library, and IT needs as appropriate. |
| Click or tap here to enter text. |

**Course Syllabus Information**

Enter the critical components of the course syllabus in the areas below. The course will not be considered for approval if the syllabus information is not included or is incomplete.

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| --- |
| **Course Prefix, Number, and Title** |
| Click or tap here to enter text. |
| **Provide a description of the course content**. |
| Click or tap here to enter text. |
| **List measureable student learning objectives/outcomes**. |
| Click or tap here to enter text. |
| **List and briefly describe major assignments.** |
| Click or tap here to enter text. |
| **List major assessments**. |
| Click or tap here to enter text. |
| **List required or recommended textbook(s)/course materials.** |
| Click or tap here to enter text. |
| **Provide standards of enrichment for stacked 5000-level courses**. |
| Click or tap here to enter text. |