

INSTRUCTIONS

Graduate and Undergraduate Programs has moved this process to an online web system called **Curriculog**. This form is for planning purposes only.

Review the approval process at: http://www.sjsu.edu/gup/docs/CurriculumRequest_Flowchart_v5.pdf.

Requests should be received in the GUP Office by the stated deadlines below and must include all necessary approvals and attachments.

- Fall: November 1 (of previous year)
- Spring: May 20 (of previous year)

If you have questions, or need more information, please visit the Graduate and Undergraduate Curriculum website at <http://www.sjsu.edu/gup/ugs/faculty/curriculum/index.html>

Note: All Undergraduate New Course Proposals must be accompanied by a current and accessible syllabus or they will be returned to the department. If you intend to inactivate or change units to a course please ensure you have informed other majors who use the course.

COURSE CATALOG INFORMATION

Effective Term:	Experimental Course?	Yes	No
Home Department:	College:		
Subject:	Number:		
Abbreviated Title (18 characters max (including spaces)):			
Course Title (50 characters (including spaces)):			
Course Topic (No more than 18 characters, list additional topics/titles under Comments):			
Course Description (length should be no more than 40 words). <i>Note: All upper division University courses require at least one prerequisite.</i>			
List any prerequisites:			
List any corequisites:			
Do you wish to have PeopleSoft screening based on your noted pre/co-requisite(s)?			
Grading Method Change:	Current:	Proposed:	
Unit Change:	Current:	Proposed:	
Will the course be repeatable for degree credit (NOT grade forgiveness)?	Yes	No	
If Yes, Repeatable in same semester?	Yes	No	
How many units of degree credit will be allowed for this class?	Units		
If Repeatable for Credit, please briefly justify why and indicate how many units of degree credit you will allow. (Students can repeat courses completed with grades of C- or below for grade forgiveness).			

Course Typically Offered (check all that apply):	Spring	Fall	Winter	Summer
Session:	Regular Session	Special Session	Both	

Experimental courses are only active for one term. A New Course Proposal must be submitted each term an experimental course is to be offered. Additionally, experimental courses can only be offered (i.e. be taught) a maximum of three times. To offer the course more than 3 times you must submit it as a New Permanent Course.

If this is an experimental course, has it been offered previously?	Yes	No
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If Yes, please indicate when (semester & year)

Course components and staffing formula. Please indicate the course classification (C/S) number(s), number of units and number of hours the course will meet. The descriptions for these C/S number, indicating the number of hours that should be scheduled for each unit for each classification type may be found at http://www.sjsu.edu/gup/docs/Course_Classification_Inf_for_CMS.pdf.

Component	CSNumber	Hours	Units
Lecture (C1 - C4)			
Seminar (C5 - C6)			
Lab (C15 - C16)			
Activity (C7-C14, C17-C21)			
Supervision (S23 - S48)			

If this is a multiple component, please indicate how to schedule the course
 Manual: Lecture is linked to a specific lab or activity
 Wild: Lecture may be taken with any lab or activity

This class will fulfill the Graduation Writing Assessment Requirement (GWAR) and approved by the Writing Requirement Committee?	Yes	No
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Is this a General Education (GE) class?	Yes	No
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GE Area (s):

Is this a Service Learning or Internship course? (if YES, please include a justification memo)	Yes	No
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This course requires an off-campus field-trip?	Yes	No
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Does this course require an internship in an off-campus setting or can it be conducted out of state?	Yes	No
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Where does this course fit into your program?

Comments: