

New Course Proposal

Undergraduate

Graduate

Experimental

Submit completed form and a required accessible syllabus via email to curriculum@sjsu.edu or to Undergraduate Studies, extended zip 0030. The deadlines for submission are May 20 for inclusion in the following Spring catalog and December 20 for inclusion in the following Fall catalog. If you have questions, or need more information, please visit the Undergraduate Curriculum Homepage at <http://www.sjsu.edu/ugs/curriculum/> and/or call 924.2449 or 924.2445. Please note that all New Permanent Course Proposals must first be approved by the Department and College Curriculum Committees, signed off by the Library liaison and the Dean's Office before submission to Undergraduate Studies. Beginning Fall 2009, all course materials must be accessible.

Catalog Information

1. Home Department	2. College
3. Course Subject and Number	4. Effective Term
5. New Course Title	
6. New Abbreviated Title (No more than 18 characters)	7. New Subtitle (Topic courses) (No more than 18 characters)
8. Course description (No more than 40 words; all Upper Division University courses require at least a prerequisite)	
9a. Prerequisites:	9b. Corequisites:
9c. PeopleSoft screening. <i>If you wish to have screening based upon your noted prerequisite, please indicate. (No lower division courses may be used for a PeopleSoft enrollment requirement due to the large number of transfer students):</i>	

10. Grading Method

11. Will the course be repeatable for degree credit (NOT grade forgiveness)? YES NO
 If YES, is the course repeatable in the same semester? YES NO

How many units of degree credit will be allowed for this class? Please input a number of units:

12. 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 on the Course Classification form at http://www.sjsu.edu/ugs/docs/Course_Classification_Inf_for_CMS.pdf.*

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

12a. If the class is a multiple component, please indicate how you will want the course to be scheduled:

MANual (each lecture is linked to specific lab or activity)

WILD (any lecture may be taken with any lab)

13. Does this class fulfill the written English requirement? YES NO
 If YES, what was the date of approval by either GS&R or WRC?

14. Is this a General Education (GE) class? YES NO

15. Is this a First Year Experience (FYE) course? YES NO

16. If this is an experimental course, has it been offered previously? YES NO

If YES, please indicate when (Semester & Year)

Experimental courses are only active for one term. You must submit a New Course Proposal each term you wish to offer an experimental course. Additionally, experimental courses can only be offered three times. If you want to offer the course more than 3 times you must submit it as a New Permanent Course.

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| 17. Is this a Service Learning Course? | YES | NO |
| 18. Will this course require an off-campus field trip? | YES | NO |
| 19. If this course is an internship, will it require an internship in an off-campus setting? | YES | NO |

If the course will be cross-listed, please submit the Cross List Course Proposal Form.

20. Please specify any other requests:

Requestor's name and email:	
Department Chair's name and signature	
Library Liaison (Please describe and/or attach findings from analysis of library resource needs per University Policy S03-1):	
Library Liaison's name and signature	
College Dean or Designee's name and signature	
(Optional) remarks:	
AVP, UGS, Dennis Jaehne AVP, GS&R, Pamela Stacks	
Remarks:	

UGS CATALOG UPDATE: _____ Date