

DEFINITIONS – NEW COURSE PROPOSAL FORM

A. NEW COURSE DETAILS

Level of Study	Indicator distinguishing undergraduate courses from graduate courses																																					
Course Level	The year-level associated with the course where 100 = 1 st year, 200 = 2 nd year, etc.																																					
Start Term	The first term in which a new course will be offered (Spring, Summer, Fall, or Winter)																																					
Start Year	The first year in which a new course will be offered																																					
Faculty/School	The Faculty/School proposing the new course																																					
Department	The specific department proposing the new course																																					
Subject Identifier	The 4-letter code that serves as a visual identifier of the course's general subject matter (i.e., ANTH = Anthropology)																																					
Course Title	The title of the new course																																					
Course Short Title	The course title abbreviated to accommodate the registration system's maximum of 30 characters This title will appear in registration guides and on transcripts.																																					
Credit Hours	The number of credit hours of the proposed course																																					
Term Duration	The number of terms required to complete the course (i.e., is it a one-term or both-term course?)																																					
Course Type	<p>Description of the specific course type:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course Type</th> <th style="text-align: center;">Definition</th> <th style="text-align: center;">Some Examples</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Administrative</td> <td>Placeholder entry that serves an administrative function only; no actual academic activity involved</td> <td>Future Graduate Thesis continuing registration "course", MELS full-time registration placeholder "course"</td> </tr> <tr> <td style="text-align: center;">Clinical*</td> <td>Required activity, authorized by the University, in which students participate in hands-on, applied health care training</td> <td>Health Studies practicums</td> </tr> <tr> <td style="text-align: center;">Field School</td> <td>Intensive, short-term activity in which teaching and learning occurs off-campus in a location/context relevant to the discipline and in which students work together, under supervision and with instruction, to apply theories and concepts to practical situations</td> <td>Archaeology Field School</td> </tr> <tr> <td style="text-align: center;">Hands On Training*</td> <td>Activity, other than clinical/practicum activities, internships/externships, laboratories, and field schools in which teaching and learning occurs in an applied, "hands-on" manner.</td> <td>Individual Music lessons, Music ensembles, Fine Arts studio courses</td> </tr> <tr> <td style="text-align: center;">Internship/ Externship*</td> <td>Required or optional activity, other than clinical/practicum activities, authorized by the University, in which students participate in a work/professional experience to gain future occupation-related skills. 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Hrs/wk	Number of hours per week students will spend in the classroom/studio, etc. for the proposed course
Lab hrs/wk	Number of hours per week students will spend in an associated laboratory for the proposed course
Prerequisite(s)	Specific requirements that must be met before a student is eligible to take the proposed course
Corequisite(s)	Specific requirements that must be met at the same time that the student is taking the proposed course (most typically occurs where two specific courses must be taken at the same time)
Antirequisite(s)	Specific condition that, if met, prevents students from registering for a course (most typically occurs where students should not be permitted access to a particular first-year or 090 course if they successfully completed a specific high school course in the same subject area)
Cannot Be Held With	Specific course(s) for which students should not hold/retain credit if they take the proposed course
Cross-Listed With	Where agreement has been made with another department to have the proposed course recognized by that department towards its major/minor requirements, the other department's associated course number must be listed in this field.
Cross-List Dept Approval	The date on which the other department approved cross-registration of the proposed new course.
Include Course In:	
Required major courses	If this box is checked, the proposed course will be included in the list of core, required courses for the major (courses that <u>all</u> students in the major must take)
Required minor courses	If this box is checked, the proposed course will be included in the list of core, required courses for the minor (courses that <u>all</u> students in the minor must take)
Major group/area/"plus" list	If this box is checked, the proposed course will be included in the specified group/area/"plus" list of courses for the major
Minor group/area/"plus" list	If this box is checked, the proposed course will be included in the specified group/area/"plus" list of courses for the minor
Liberal Education list	If this box is checked, CAP will consider including this course on the list of courses that satisfy the undergraduate Liberal Education requirement
Additional Information/Clarification	A space reserved to provide any additional proposed course details that could not be captured or explained fully in the fields above.

B. NEW COURSE CALENDAR INFORMATION

Calendar Description	A text description of the course exactly as it should appear in the appropriate academic calendar
Calendar Placement	A listing of all the places that the proposed course should appear in the next year's academic calendar, being as detailed as possible. It is helpful to make reference to specific page numbers, tables, section headings, etc. in the current calendar.