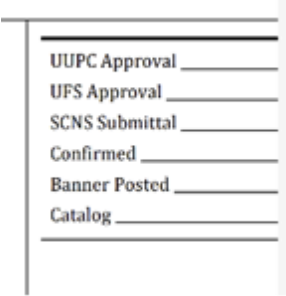|		
New Course Proposal Contact Maria Jennings in the Registrar's Office at 561.297.0236 or mjenning@fau.edu with any questions. Notes: Create a workflow to explain steps along the way		UUPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____

Field	Directions	Options
Level	Select the level of the course. Undergraduate (UG) Graduate (G)	UG, G Drop down menu Select one
Effective Semester (Term and Year)	Select term and year that the course will be first offered.	Fall, Spring, Summer 2025-2099
Proposing College(s)	Select all that apply	Drop down menu with -all colleges -Undergraduate Studies -other
Proposing Academic Unit	Select all that apply	Drop down menu with all academic units with choices based on college selected above Include other
Justification for Change, Program Impact, and Student Impact	Explain why this new course is necessary. Be sure to include how it will impact academic program(s) and students.	Text Field
Course Title	Enter the title of the course.	Text Field
Course Description	Provide complete course description as it will appear in the course catalog.	Text Field
Course Prefix	Contact coursenumbers@fau.edu for course prefix and number	Text Field

Course Number	Contact coursenumbers@fau.edu for course prefix and number	Text Field
Number of Credits	Enter the number of credits for the course. If course is offered as variable credit, enter the range of credits.	Text Field
Format	Select the format that best describes this course.	Create Drop Down Menu – select only one option o Lecture] o Lab o Lecture and Lab Combined o Independent Study o Dissertation o Internship o Masters Thesis o Performance o Private Lesson o Research o Special Topics o Studio o Supervised Teacher Education
Grading	Select the course grading system.	Drop Down Menu – select only one option Standard Grading Satisfactory or Unsatisfactory
Prerequisites	Include all course(s) (course prefix, course number, and minimum grade) students must complete prior to registering for course. If not	Text Fields Course Prefix Course Number

	specified, default grade required is as follows: Default for UG is D- Default for GR is C	Minimum Grade
Corequisites	Course(s) (Course Prefix and Course Number) students must take concurrently with course. A course listed as prerequisite and corequisite requires student to take before or concurrently.	Text Fields Course Prefix Course Number Minimum Grade
Registration Controls	Include any academic accomplishments (e.g., level, major, etc.) that student must achieve to register for the course.	Text field
Programs/Departments potentially affected	List programs/departments likely to be affected by this proposal Notify these programs/departments of this proposal and request their support. Upload responses from programs/departments in your submission.	Text box and File Uploads
Academic Service Learning (ASL)	Indicate if course will have an Academic Service Learning designation. Additional approvals are necessary for Academic Service Learning courses. For more information visit: https://www.fau.edu/community/faculty/academic-service-learning.php .	Include yes, no check box

Honors	Indicate if course will have an Honors designation. Additional approvals are necessary for Honors courses. For more information visit: https://www.fau.edu/honorsinthemajor/	Include yes, no check box.
Research Intensive (RI)	Indicate if course will have a Research Intensive designation. Additional approvals are necessary for Research Intensive courses. For more information visit: https://www.fau.edu/ouri/urcc/	Include yes, no check boxes for each.
Writing Across the Curriculum (College-Level Communication Skills, formerly Gordon Rule)	Indicate if course will have a Writing Across the Curriculum designation (College-Level Communication Skills, formerly Gordon Rule). Additional approvals are necessary for Writing Across the Curriculum courses. For more information visit: https://www.fau.edu/wac/	Include yes, no check box

	https://www.fau.edu/wac/designing/	
General Education	Indicate if course will be classified as a General Education Course. Additional approvals are necessary for General Education courses. For more information visit: https://www.fau.edu/ugstudies/	Include yes, no check box. If yes, select area drop down box – select one • Communication • Mathematics • Social Sciences • Humanities • Natural Sciences
Syllabus Content • Course Objectives/Student Learning Outcomes • Required Texts/Materials • Course Topical Outline • Course Assignment Table • Course Evaluation Method	Provide the requested information as it will appear in the course syllabus. A complete syllabus is not required.	File upload.
Additional Information	Provide any relevant information not provided above.	Text Field

Approvals: field for name, email, and signature for each
Principal Faculty
Department Head
College Curriculum Chair
College Dean
UUPC Chair or Graduate Programs Committee Chair & Graduate Council Chair
Undergraduate Studies Dean or Graduate College Dean
UFS President
Provost