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| **HOW-TO: Complete a New Course Proposal** |
| 1. College and Academic Unit:: | 1. Enter the name of the college and the academic unit (department) that is submitting the proposal. |
| 2. Course subject and number: Units:  [*See upper and lower division undergraduate course definitions***.**](https://in.nau.edu/wp-content/uploads/sites/123/2019/08/Upper.LowerDivCriteria.docx.doc) | 2. Enter the course subject (prefix) and proposed number\*. \* For help determining whether a new undergraduate course should be proposed as an upper or lower-division course; see [*upper and lower division undergraduate course definitions*](https://in.nau.edu/wp-content/uploads/sites/123/2019/08/Upper.LowerDivCriteria.docx.doc).Please note; once a course number has been used at any time in the past it is no longer available for a new course. To confirm whether a particular number is available for a new course, contact your Curriculum Process Associate (Scott.Galland@nau.edu , Margery.Sorenson@nau.edu or Jenny.Scott@nau.edu)Enter the proposed units of the new course. Ensure the proposed units and contact hours align per Academic Policy [*100814*](https://policy.nau.edu/policy/policy.aspx?num=100814).  |
| 3. Course title: *(max 100 characters including spaces)*  | 3. Enter the proposed course title (maximum 100 characters including spacing). |
| 4. Catalog course description *(max.200 words, excluding requisites):* | 4. Enter the academic catalog course description (maximum 200 words). The description should provide brief overview of the content of the course. The text will be displayed in the PeopleSoft system and the academic catalog.  |
| ***Attach the proposed Syllabus of Record. Use the*** [***Syllabus Requirements and Template***](https://www5.nau.edu/policies/Client/Details/649?whoIsLooking=Students&pertainsTo=All) *t****o ensure you have addressed syllabus aspects that will be reviewed by the College Curriculum and Assessment Committees. For topics courses, include a Syllabus of Record and a “sample topic” syllabus.***  | Attach the proposed course syllabus to the course change proposal. The proposed syllabus must follow the [*Syllabus Requirements and Template*](https://www5.nau.edu/policies/Client/Details/649?whoIsLooking=Students&pertainsTo=All). |
| 5. Justification for new course:Describe how the course is related to short- and long-term plans of the academic unit. Ensure your description addresses at least one of the following:* Improvements to the program (aligning curriculum to new or current curriculum standards or expectations, improving degree program progression, integration of learning from one course to another),
* Requirements or recommendations set forth by the program’s periodic review, or in preparation for its next review (addressing improvements based on input from external reviewers, industry trends, new or changing governmental regulations or external accreditation requirements),
* Academic unit goals identified in a unit’s Annual Report on Curriculum & Assessment,
* Evidence and assessment findings (assessments of student learning, needs assessments, student or employer surveys, comparisons to other programs in the field),
* Other important aspects of the academic unit and student learning not identified above.
 | 5. Complete the justification for the proposed new course. Specifically, address how the proposed course reflects the academic unit’s short and long-term plans. At least one of the five bullets listed must be addressed.  |
| 6. Is this course in any plan (major, minor, or certificate) or sub plan (emphasis)? Yes [ ]  No [ ]   If yes, list and include the appropriate plan proposal. | 6. Determine whether this new course will be included in the degree requirements for any new or existing plan and select the appropriate check box. If YES, list the academic unit(s) and plan(s) which will contain the proposed new course and complete the related [*new plan*](https://in.nau.edu/wp-content/uploads/sites/123/2020/11/NewPlan.docx), [*plan change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/11/PlanChange.docx)*or* [*fast track plan change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/FTPlanChange.docx)\* form in order to add this new course to the plan.\*Confirm if the proposal is eligible for Fast Track (see [*Fast Track Policy*](https://in.nau.edu/wp-content/uploads/sites/123/2018/11/FastTrack_Final18.pdf)). |
| 7. Proposed[*Co-convene*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) with: | 7. If applicable, enter the proposed co-convening course. Co-convening refers to a graduate and an undergraduate course with the same content taught together, in the same room, at the same time (see [*Co-convene*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) policy). Also complete a [*new course*,](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/NewCourse.docx) [*course change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/CourseChange.docx) or [*fast track course change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/FTCourseChange.docx) proposal, with syllabus, for the proposed co-convened course.  |
| 8. Proposed [*Cross-list*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) with: | 8. If applicable, enter the proposed cross-listed course. Cross-Listing refers to courses at the same course level (see [*upper and lower division undergraduate course definitions.*](https://in.nau.edu/wp-content/uploads/sites/123/2019/08/Upper.LowerDivCriteria.docx.doc)) and content taught with different prefixes (see [*Cross-list*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) policy). Also complete a [*new course*,](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/NewCourse.docx) [*course change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/CourseChange.docx) or [*fast track course change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/FTCourseChange.docx) proposal, with syllabus, for the proposed cross-listed course.  |
| 9. Proposed Prerequisites: If prerequisites, list each pre-requisite and provide a clear description of how each pre-  requisite supports the learning in the course. | 9. If applicable, enter the course pre-requisite(s) and provide a brief justification. If the requisite course is from another academic unit (department) and not part of a related plan, you must obtain a letter of support. |
| 10. Proposed Co requisites: If co requisites, list each co-requisite and provide a clear description of how each co-requisite  supports the learning in the course. | 10. If applicable, enter the course pre-requisite(s) and provide a brief justification. If the requisite course is from another academic unit (department) and not part of a related plan, you must obtain a letter of support. |
| 11. Is this course being proposed for General Studies Designation?       Yes [ ]  No [ ]  If yes, which General Studies Knowledge Area:

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| --- | --- |
| Arts and Humanities  | [ ]  |
| Scientific Literacy & Methods  | [ ]  |
| [Social & Political Worlds](file:///C%3A%5CUsers%5Cssg52%5CDocuments%5Cl)  | [ ]  |

If yes, which Essential Skill:

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| --- | --- |
| Civil Discourse through Writing  | [ ]  |
| Civil Discourse through Speaking  | [ ]  |
| Civil Discourse through Collaboration & Teamwork  | [ ]  |
| Quantitative Reasoning | [ ]  |
| Applications | [ ]  |

 | **Answer 11 for Undergraduate Courses only:**Select the appropriate check box if the new course will also be proposed for General Studies designation (see [*General Studies Committee*](https://nau.edu/liberal-studies/)) If YES, select the applicable General Studies Designation and Essential Skills check box(s). The General Studies Committee must first approve the proposed General Studies course prior to the College Curriculum and Assessment Committee approval. |
| 12. Is this course being proposed for Diversity Perspectives?Yes [ ]   No [ ] If yes, which Diversity Perspective?

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| --- | --- |
| Global Diversity | [ ]  |
| Indigenous Peoples  | [ ]  |
| Intersectional Identities  | [ ]  |
| Quantitative Reasoning | [ ]  |
| U.S. Ethnic Diversity  | [ ]  |

 | **Answer 12 for Undergraduate Courses only:**Select the appropriate check box if the new course will also be proposed for Diversity Perspectives (see [*General Studies Committee*](https://nau.edu/liberal-studies/)). If YES, select the applicable Diversity Perspectives check box. The Diversity Perspectives Committee must first approve the proposed Diversity Perspectives course prior to the College Curriculum and Assessment Committee approval. |
| Resource Implications13a. Will the new course result in:* an increase in library holdings and electronic or research resources for this course? Yes [ ]  No [ ]

If yes, list:* the need for equipment or technology, particularly in the classroom? Yes [ ]  No [ ]

If yes, list:* changes in the classroom space needed for the course? Yes [ ]  No [ ]

If yes, list:13b. Projected frequency of offering the new course Complete the following table identifying the number of sections and expected enrollment for this new course over the next two academic years.

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| --- | --- |
| CAMPUS: |  |
| AY 2023-2024 | AY 2024-2025 |
|  | Sections  | Enrollment Capacity  |  | Sections  | Enrollment Capacity  |
| Fall  |  |  | Fall  |  |  |
| Winter |  |  | Winter |  |  |
| Spring  |  |  | Spring  |  |  |
| Summer |  |  | Summer |  |  |

* If this course will be offered at more than one campus, please complete a table FOR EACH CAMPUS identifying the number of sections and expected enrollment for this new course over the next two academic years.

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| --- | --- |
| CAMPUS: |  |
| AY 2023-2024 | AY 2024-2025 |
|  | Sections  | Enrollment Capacity  |  | Sections  | Enrollment Capacity  |
| Fall  |  |  | Fall  |  |  |
| Winter |  |  | Winter |  |  |
| Spring  |  |  | Spring  |  |  |
| Summer |  |  | Summer |  |  |

 How many of your current faculty can teach this course? Based on enrollment and course offering projection, will additional resources be needed to  offer the course? Yes [ ]  No [ ]  If so, what resources are requested to offer this course?Impacts to Other Academic Units or Programs14a. Projected impacts to enrollments and courses in other academic units or programs: Based on  the frequency of offering this course, what is the expected impact on enrollments and  offerings within other academic units or programs?14b. If other academic units or programs are impacted by this proposal, what discussions and  actions have been taken for notification and/or resolution? Please attach correspondence.15. Duplication or Perceived Duplication of Course; does there appear to be greater than 20%  duplication with any other courses offered at Northern Arizona University? Yes [ ]  No [ ]  If so, which courses? | 13-15. Read each question carefully and select the appropriate check box. If YES, provide brief answers/descriptions as necessary. |
| 16. May course be repeated for additional units? Yes [ ]  No [ ] If yes, maximum units allowed?If yes, may course be repeated for additional units in the same term? Yes [ ]  No [ ]  | 16. Select YES if a student will be allowed to repeat this course and receive additional credit. This scenario is allowed when a course has multiple topics. If YES, enter the maximum number of repeated units allowed. If applicable, select the appropriate check box if course repeats will be allowed in the same term. This scenario is allowed when a student enrolls in multiple topics of the same course in the same term. |
| 17. Grading option: Letter grade **[ ]** Pass/Fail **[ ]** Both **[ ]**  | 17. Select the appropriate grading option(s) (see [*Grading Policies*](https://policy.nau.edu/policy/policy.aspx?num=100412)). |
| 18. Does this course include combined lecture and lab components? Yes [ ]  No [ ]  If yes, include the hours of meeting time specific to each component in the course description  above. | 18. Select the appropriate check box if this proposed course will include an embedded lab component. An embedded lab is a secondary course component with no credit assigned. The embedded lab is necessary to establish a meeting period outside of the standard class times for hands-on, experimental study. If YES, also enter the appropriate contact hours in the catalog course description (Question 4 above). Ensure the proposed units and contact hours align per Academic Policy [*100814*](https://policy.nau.edu/policy/policy.aspx?num=100814). For example, a 3-unit course with a 1-unit embedded lab would be entered “2 hrs. lecture, 3 hrs. lab”. |
| 19. Does this course include an [*experiential learning*](http://www4.nau.edu/avpaa/UCCPolicy/ExperientialLearningDef_6_2015.docx) component?                Yes [ ]  No [ ]  | 19. Select the appropriate check box if the proposed course will include an experiential learning component (see [*experiential learning*](http://www4.nau.edu/avpaa/UCCPolicy/ExperientialLearningDef_6_2015.docx)). |
| 20. Class Instruction Mode: In-person [ ]  Online [ ]  Blended [ ]  If In-person or Blended, where will the course be offered? FLGMTN [ ]  Other [ ]  | 20. Select the appropriate check box to correspond with the class instruction mode(s) that will be allowed. If either “In-person” or “Blended” is selected, you must also select the location check box to correspond with where the course will be offered.  |
| 21. Will there be a new request for a course fee? Yes [ ]  No [ ]   If yes, please refer to: [*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/) | 23. Select the appropriate check box if requesting a new course fee. If YES, see [*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/). |