****

**New Course**

**Fall 2025**

|  |  |
| --- | --- |
| 1. College and Academic Unit: |  |
|  |  |
| 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) |  |
|  |  |
| 3. Course Title: |  |
| *(max 100 characters including spaces)* |  |

4. Catalog course description *(max.200 words, excluding requisites):*

**Section I**

***Attach the proposed Syllabus of Record. Use the*** [***Syllabus Requirements and Template***](https://nau.edu/university-policy-library/syllabus-requirements/) *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.***

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.

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.

\* If this course is part of an Online plan, the pre-requisite and Co-requisites must also be available online.

|  |  |
| --- | --- |
| 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: |  |
| 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: |  |  |
|  |
| 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.

|  |  |  |
| --- | --- | --- |
| 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.

**Questions 11-12 for Undergraduate Courses only:**

11. Is this course being proposed for General Studies Designation?        Yes [ ]  No [ ]

* If yes, the following MUST be filled in with each course. IF they are not completed, they cannot be forwarded. Please ensure each form has this information.

Select the General Studies Knowledge Area:

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

Select the Essential Skill:

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

12. Is this course being proposed for Inclusive Perspectives?Yes [ ]    No [ ]

Select the Inclusive Perspective:

|  |  |
| --- | --- |
| Global Diversity | [ ]  |
| Indigenous Peoples  | [ ]  |
| U.S. Ethnic Diversity  | [ ]  |

**Section II**

Resource Implications

13a. 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.

|  |  |
| --- | --- |
| CAMPUS: |  |
| AY 2024-2025 | AY 2025-2026 |
|  | 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.

|  |  |
| --- | --- |
| CAMPUS: |  |
| AY 2024-2025 | AY 2025-2026 |
|  | Sections  | Enrollment Capacity  |  | Sections  | Enrollment Capacity  |
| Fall  |  |  | Fall  |  |  |
| Winter |  |  | Winter |  |  |
| Spring  |  |  | Spring  |  |  |
| Summer |  |  | Summer |  |  |

13c. Projected frequency of offering the new General Studies course

* If this is being proposed for a General Studies designation, please complete the following table identifying the number of sections and expected enrollment for this course for the General Studies implementation years listed below:

|  |  |
| --- | --- |
| CAMPUS: |  |
| AY 2025-2026 | AY 2026-2027 |
|  | 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 Programs

14a. 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?

**Section III**

|  |  |  |
| --- | --- | --- |
| 16. May course be repeated for additional units? |  |  Yes [ ]    No [x]  |
|  If yes, maximum units allowed? |  |  |
|  If yes, may course be repeated for additional units in the same term? |  | Yes [ ]    No [ ]  |

17. Grading option:       Letter grade [ ] Pass/Fail **[ ]** Both **[ ]**

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.

19. Does this course include an [*experiential learning*](https://nau.edu/compliance-and-authorization/experiential-learning/) component?                 Yes [ ]  No [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| 20. Class Instruction Mode: |   In-person [ ]  |  Online [ ]  |  Blended [ ]  |

If In-person or Blended, where will the course be offered? FLGMTN [ ]  Other [ ]

|  |  |
| --- | --- |
|  |  |
| Reviewed by Curriculum Process Associate | Date |
|  |  |
| **Approvals**: |  |
|  |  |
| Department Chair/Unit Head (if appropriate) | Date |
|  |  |
|  |  |
|  |  |
| Dean of College | Date |