Undergraduate Course Approval Supplemental Form

**\*A complete syllabus is required to answer the questions on this form.**

A supplemental form is required for new courses and approved courses with major revisions; change in number of credits; general education courses; and reactivation with new instructors. Online and telecast courses require an additional supplemental form.

# Section I

Sponsoring Agency:

Course Number:

Catalog Title:

1. Are you proposing a major revision to an existing course? If yes, list the current approved general education (GE) designation (if applicable):
2. List the expected resource requirements, including course support and specialized facilities for divisional review.
3. If applicable, justify any prerequisites, corequisites, or enrollment restrictions proposed for the course. For prerequisites or corequisites sponsored by other departments, please provide written evidence of consultation with those departments.
4. Is this course required/intended as a prerequisite for another course, i.e., is it part of a sequence for one or more programs? If yes, please submit evidence of consultation with relevant units.
5. Is this course intended as a degree requirement for another degree-granting program? Or is this course intended to be a substitute for another course that is currently a degree requirement in one or more programs? If yes, to either, please provide the relevant details.
6. Are there similar or overlapping courses in existence on campus? If yes, can a student receive credit for both courses?
7. Final examinations are required of all undergraduate courses unless CCI approves an alternate method of evaluation (e.g. a portfolio of work; a final essay; a collaborative final project, such as an exhibition or production). Note: final papers in lieu of final examinations must be due during final examination week, and not before. If the course does not have a final examination, indicate the alternative method of evaluation.
8. Is this a proposal or a change to a Disciplinary Communication (DC) course? If yes, please note that proposals for new or revised Disciplinary Communication courses will be considered within the context of the approved DC plan for the relevant major(s). If applicable, please complete and submit:

* [Disciplinary Communication Statement Form for new proposals](https://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication.html)
* [Disciplinary Communication revisions to approved plans](https://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication.html)

# Section II

**Please refer to the section heading in your syllabus when answering these questions.**

1. Have you submitted a complete syllabus?
2. Which section of the syllabus clearly states the learning outcomes that you ascribe to the course?
3. Which section of the syllabus clearly states what material will be covered on a weekly basis?
4. Which section of the syllabus clearly states how the instructor will determine a student’s final grade and how each element of the final grade will be weighted?
5. Which section of the syllabus clearly states how many hours the student is expected dedicate to activities such as lectures, sections, reading and writing assignments, examination preparation, and field trips? (Remember that Systemwide Senate Regulation 760 specifies that one academic credit corresponds to three hours of work per week for students during a 10-week quarter. This means that the average workload for a 5-credit course is 150 hours or 15 hours per week.)
6. Are you also proposing that this course carry a GE designation? If no, please submit this supplemental form and the syllabus. If yes, please complete the relevant GE supplemental form ([from this list](https://registrar.ucsc.edu/forms/facultystaff/courses/GEs/index.html)), and submit this supplemental form, the GE form, and the syllabus.