

Request for New Course Approval

New course Distance learning course

A supplemental sheet is required for new courses. Distance learning courses require an additional supplemental form. See page 2 for additional instructions.

Sponsoring agency _____ Course # _____

F W Sp Sum

Quarter(s) offered

Catalog title _____

Academic Year _____

AIS title (19 characters) _____

Permanent course or offered once only. Reason: _____

5 credits Less than 5 credits (number) _____ No credits

Catalog description (limit: 40 words)

Satisfies American history and institutions requirement May be repeated for credit

General education codes (choose only one):

CC cross-cultural analysis ER ethnicity and race IM interpreting arts and media MF mathematical and formal reasoning
 SI scientific inquiry SR statistical reasoning TA textual analysis and interpretation

Perspectives: PE-E environmental awareness Perspectives: PE-H human behavior Perspectives: PE-T technology and society
 Practice: PR-E collaborative endeavor Practice: PR-C creative process Practice: PR-S service learning

C1 composition C2 composition

Prerequisites:

Concurrent enrollment (corequisite courses):

Enrollment restriction(s):

Code I, Interview only _____
Indicate enrollment criteria for courses requiring interview (exams, auditions, portfolio review, etc.)

Majors (provide all major codes): _____

Frosh Sophomore Junior Senior College Member Graduate students

Enrollment is Unlimited Limited Limit number: _____ Reason: _____

Limited enrollments are for pedagogical reasons and will be noted in the catalog course description. Enrollment limits for specific offerings of a class are set at the schedule level and should not be marked as limited on this course approval form.

A final examination is is not required for this course.

Primary activity code _____ TIE category _____
(LEC, SEM, LAB, STU, IND, FLD, FLI, STI) 1-18

Responsible instructor _____

Teaching appointment title

Additional instructor(s) _____

Submitting this form through the [Online Curriculum Approval \(OCA\)](#) and advancing it to the next level confirms the following electronic approvals:

Chair/Provost/Dean of sponsoring agency

Divisional Dean

Committee on Educational Policy or Graduate Council

New Course Approval Process

Check one or more boxes at the top of the form. For crosslisted courses, use the Request Approval of a Crosslisted Course form.

Note: to be published, course forms must be submitted with complete information by the deadlines issued by the Office of the Registrar. Unapproved courses are not permitted and cannot be offered.

Overview of Course Approval Process

- (1) Instructor or department initiates course.
- (2) Instructor or department attaches a completed supplemental sheet for new courses, major revisions, courses changing from one to two quarters, courses changing from lower to upper division (or vice versa) or to the graduate level, changes in number of credits. Separate supplemental forms are required for undergraduate and graduate courses. Disciplinary Communications (DC) courses require a completed Disciplinary Communications Statement Form.
- (3) Department chair reviews and signs form (provost for colleges, dean for division courses). Department keeps copy of form and photocopy of supplemental sheet.
- (4) Department forwards form to the appropriate division before the deadline set by the Committee on Educational Policy (CEP) and the Graduate Council. Colleges send form to the Dean of Undergraduate Education's Office. For Summer Session-only courses, department forwards form to the Summer Session Office.
- (5) Division dean checks completeness of form and whether adequate resources are available.
- (6) Dean signs form and forwards to the publication editors, Office of the Registrar.
- (7) Publications editors submit form to CEP or Graduate Council for review and approval.
- (8) Publication editors enter approved courses in database and maintain original records.
- (9) Course description is printed in the *General Catalog* or in the subsequent publications update in the *Schedule of Classes*.
- (10) Student-directed seminars also require a student-directed seminar supplemental sheet, a letter from the faculty sponsor describing his or her involvement in the course, and copies of transcript of the apprentice teacher.

Prerequisites

Only UCSC course prerequisites are checked by the enrollment system. Courses designated "Interview only" are those in which contact with the instructor is necessary for interviews, exams, auditions, portfolio reviews, etc. Interview only courses require permission numbers. Please use the space provided to explain the criteria—interview, audition, etc.; this information will print in the course description. Restrictions and prerequisites can be added to the text of interview only courses but cannot be enforced by the enrollment system.

Enrollment Restrictions

If you fill in any of these spaces, the enrollment system will automatically restrict the course to people who match the category. If, instead, you only mean to indicate enrollment recommendations to students who might be interested in the class, you may add such recommendations to the course description; this is informational only and will not be enforced by the enrollment system.

General Education Codes

CC Cross-Cultural Analysis
ER Ethnicity and Race
IM Interpreting Arts and Media
MF Mathematical and Formal Reasoning
SI Scientific Inquiry
SR Statistical Reasoning
TA Textual Analysis and Interpretation
DC Disciplinary Communication
C1/C2 Composition

Perspectives

PE-E Environmental Awareness
PE-H Human Behavior
PE-T Technology and Society

Practice

PR-E Collaborative Endeavor
PR-C Creative Process
PR-S Service Learning

Activity Codes

These codes appear in the *Schedule of Classes* for student information.

Primary Codes

FLD Field Study
FLI Independent Field Study
LAB Primary Laboratory
LBI Laboratory Independent Study
LEC Lecture
SEM Seminar
STI Studio Independent Study
STU Studio
IND Independent Study

Secondary Codes

FLS Secondary Field Study
LBS Secondary Laboratory
DIS Secondary Discussion Section
STS Secondary Studio

TIE Categories

Faculty Instructional Activity Types Code Table

01 Conference E
02 Fieldwork—Research I
03 Fieldwork—Skills/Techniques T
04 Individualized Instruction E
05 Internship I
06 Laboratory—Research I
07 Laboratory—Skills/Techniques T
08 Lecture T
09 Lecture plus Supplementary Activity T
11 Practicum I
12 Practicum—Teaching I
13 Project I
14 Seminar—Research/Creative Development I
15 Seminar—Topical T
16 Studio—Production/Creative Development I
17 Studio—Technique T
18 Tutorial I