

### Request for Approval of a Crosslisted Course

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.

Agency of Record \_\_\_\_\_ Course # \_\_\_\_\_  
Associate Agency \_\_\_\_\_ Course # \_\_\_\_\_  
(if different)

F	W	Sp	Sum
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarter(s) offered			
Academic Year _____			

Catalog title \_\_\_\_\_  
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):
- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> CC cross-cultural analysis                 | <input type="checkbox"/> ER ethnicity and race             | <input type="checkbox"/> IM interpreting arts and media            | <input type="checkbox"/> MF mathematical and formal reasoning |
| <input type="checkbox"/> SI scientific inquiry                      | <input type="checkbox"/> SR statistical reasoning          | <input type="checkbox"/> TA textual analysis and interpretation    |   |
| <input type="checkbox"/> Perspectives: PE-E environmental awareness | <input type="checkbox"/> Perspectives: PE-H human behavior | <input type="checkbox"/> Perspectives: PE-T technology and society |   |
| <input type="checkbox"/> Practice: PR-E collaborative endeavor      | <input type="checkbox"/> Practice: PR-C creative process   | <input type="checkbox"/> Practice: PR-S service learning           |   |
| <input type="checkbox"/> C1 composition                             | <input type="checkbox"/> 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): \_\_\_\_\_

Fresh  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

Chair/Provost/Dean of associate 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