

New Course Action Proposal (CAP)

Faculty start the course process by utilizing a CAP Initiation Form. These forms can be digital (Qualtrics) or the .PDF. This will be a choice between the faculty member and the Originator. Faculty need to fill these out fully before giving them to Originators. Any questions about missing information on the worksheets please follow up with that faculty member.

Within which college will this proposed course reside?

Under which department will this course be offered?

Which faculty member/professor initiated this CAP?

Email of faculty member:

Briefly explain what you are trying to accomplish by creating this course:

Is the proposed course part of an existing BOT approved degree or certificate program?

Which degree or certificate?

Proposed course prefix:

Proposed course number:

Has the new number been verified as available through the Office of the Registrar?

What type of course will this be? (Lecture, Ensemble, Discussion, Clinic, Lab, Internship)

What is the proposed course title? (This appears in the catalog and can be as long as you want)

Course Title Short? (This appears in Banner and needs to be 30 characters or less)

What is the course description (50 words or less, must match what's in syllabus:

Will this course have a fixed number of credits or variable credits?

How many credits?

What is the maximum number of credits a student can receive by taking this course?

Are you requesting a USP 2015 Designation if so, what?

Which courses will be cross listed to a course in another department?

Which courses will be dual listed to another 4000 or 5000 level course?

Course prerequisites:

What are the registration restrictions beyond course prerequisites?

Enforce enrollment prerequisites/restrictions in Banner?

How will this course be graded? (S/U, Letter Grade)

I have attached the required syllabus.

☐

Course Questions for faculty:

What personnel resources will be required?

What extra material resources will be required?

What courses does this course resemble or overlap in content or title? How does it differ?

What is the impact on other courses?

Additional notes not covered on this form.