New Course Proposal

Before completing this form, you may find it helpful to examine the webpages below:

Course Creation for Faculty & Staff
Course Syllabus requirements
University Course Review Committee
Course Creation

NEW COURSE PROPOSAL—Provide the following information, along with any required attachments:

- Your name & email address (initiating faculty):
- Department:
- Proposed Course Prefix:
- Proposed Course Number:
- Proposed Course Title:

- Course Title Short Version (30 characters or less including spaces, will show in Banner and WyoWeb):

- Briefly explain what you are trying to accomplish with this CAP (*This information will appear on the summary for the University Course Review Committee agenda and is not the same as the rationale.*):

- Rationale for Course Proposal (What are your reasons for creating this course?):

- Effective semester and year:
- New Course Description (Max 50 words):

- New course USP Attribute(s), if any (COM1, COM2, COM3, FYS, PN, Q, V, and/or H; ATTACH APPROPRIATE FORMS)- LINK HERE:

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- New course ASD (Diversity), ASG (Global) attributes, if any: ATTACH APPROPRIATE FORM:

  - **G Attribute Application Form**

  - **D Attribute Application Form**

- Credit Hours: Fixed or Variable?:
- If Fixed credit hours, how many? (e.g., 3):
- If Variable credit hours, how many? (e.g., 2 OR 3; 1 TO 5):
- Credit Hours Low (least credit hours in the course a student can take in a semester):
- Credit Hours High (most credit hours in the course a student can take in a semester):
- Max Credit Hours (most credit hours in the course a student can take in academic career):
- NOTE: Dual-Listed and Cross-Listed courses each need their own CAP submitted for every course involved. CAPs for any Cross-or Dual-listed courses will not be reviewed until all are in the system.
  - If any, which courses are Dual-Listed with the proposed new course?:

  - If any, which courses are Cross-Listed with the proposed new course?:

- Prerequisites: If any, what are the Course Prerequisites (e.g. POLS 1000; None, ect.?: (For 3000+ prerequisites encouraged) Other examples include Psychology Major Juniors, Department, Field of Study, Class, Level, Degree, Program, Student Attribute or Cohort. Prerequisites need to be written with the course prefix + number. The rest of the course information will self-populate. All course prerequisite grades default to a D unless otherwise specified. Please make it clear what need to be taken together with the use of the words OR and AND.

- Do you want Banner to automatically enforce your prerequisites? (If you choose not to enforce in Banner, the prerequisites will show up in the catalog, but won't automatically enforce):
- Grade Mode (Letter Grade OR Satisfactory/Unsatisfactory):
- Activity Type: UW Regulation 2-100: Undergraduate and graduate classes are classified into either group-instruction, or individualized-instruction. Group-instruction, or Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio. Individualized instruction, or Group 2 classes include: Lesson, Internship, Readings, Clerkship, Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, and Continuing Registration.

- Will any extra material resources be required? (Space, equipment, travel, support budget, library holdings, etc.):

- What personnel resources will be required? (Is there instructional capacity available? Will more be needed? Explain.):

- What is the impact on other courses? (Will any courses be taught less, discounted, etc.)?:

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- How does this course resemble or overlap with existing courses in content or title, if at all If there is substantial similarity with any other class, how does the proposed course differ?:

- Additional Notes or information you would like Committees to consider that is not covered above:

- Be sure to submit a syllabus (following the guide below).

New Course Syllabus Requirements:

For a sample syllabus, please visit https://www.uwyo.edu/acadaffairs/academic-personnel/syllabus-requirements/index.html

All syllabi must follow guidelines as outlined in UW Regulation 2-117(link above). There are updated syllabus guidelines for fall 2022. Syllabi not meeting these requirements will be considered incomplete.

If a course is over the 3000-level, is it highly encouraged by the University Course Review Committee and the A&S Curriculum Committee that the course includes at least one prerequisite (such as an introductory class, COM 1 class, or Junior standing.)

ONLY IF DUAL-LISTED: If the proposed new course is intended to be Dual-listed (e.g., AAST 4065/AAST 5065), remember that the syllabus must be identical to that of the Dual-listed class, which must be proposed separately as either a modified course (if currently existing) or as another new course. For example, the syllabus for AAST 4065 should be written for AAST 4065/AAST 5065 and must show the requirements/expectations/assignments (etc.) for both undergraduate and graduate students. Moreover, each syllabus should demonstrate that graduate students engage in something like 15-20% more work than undergraduates.

ONLY IF CROSS-LISTED: If the proposed new course is intended to be Cross-Listed (e.g., AAST 4065/ENGL 4065/COJO 4065), remember that the syllabus must be identical to that of all the Cross-Listed classes, which each must be proposed separately as either a modified course(s) (if currently existing) or as another new course(s).

For Cross-Listing or Dual-Listing, required documents (e.g., syllabus, USP designation forms) must be attached for each CAP, not just for the main one being modified or proposed as a new class.

If you are proposing a Topics course, include a template syllabus that includes information about learning objectives.

If you are creating a new prefix or new course number, seek approval from the Office of the Registrar before originating the new course proposal in Curriculum.

Syllabus Checklist:

Below is a list of required elements of a syllabus. For more information on these, see the **Course Syllabus requirements** regulations. **Template Syllabus is HERE**

☐ The instructor's contact information.
☐ Office Hours - Faculty are expected to have a minimum of three (3) hours spread over two (2) days of the week of out-of class availability to students each week.
☐ The course prefix, number, title, credit hours, and semester.
☐ Any Dual or Cross-Listed classes
☐ Course prerequisites, co-requisites or statement on enrollment restrictions.(For 4000+ prerequisites are required.)
☐ A description of the course, including its purpose, content, and goals. (Syllabus can have additional wording, but description must match what will show in the catalog)

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☐ Meeting times and/or schedule of the course.

☐ The general requirements and expectations for the course.

☐ If Dule-Listed for undergrads and graduate students, make sure grad work is at least 15% more than undergrad.

☐ Student learning outcomes.

☐ Required texts, readings, and special tools or materials.

☐ Required examinations, assignments, activities, and projects.

☐ Policy on late work

☐ Required participation outside of class meetings, including field trips, service learning, and other activities or expectations, including time commitments.

☐ Final examination or final project date, as set by the Office of the Registrar- link **HERE**

☐ Grading scale and grading policies, including the methods of evaluation, how those methods factor into the final grade, the scale used to determine final grades, and how late assignments will be handled.

☐ Attendance and absence policies. For in-person courses, state the class absence policies, as well as University policies on excused absences. For online courses, state the class participation policies, what constitutes participation and how that will be evaluated.

For the Following please use the template language HERE. This facilitates prompt processing through committees.

☐ Classroom Behavior Policy

☐ University Disability Support Services.

☐ Academic Dishonesty

☐ Duty to Report/Title IX.

☐ AI Use Statement - example on syllabus template

☐ Change statement