

REQUEST FOR NEW COURSE

Prior to proposing a New Course, or an X97 (temporary course) or X37 (study abroad course) – please contact the Catalog Coordinator to verify that the proposed course number is available.

1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Course Rubric e.g. ENG, then tab
- Enter Course Number e.g. 101, then tab
- Enter Credits, then tab
- Enter the Academic Department, then tab
- Enter Begin Term. Permanent courses always begin Fall quarter. Temporary Courses (X97) and Study Abroad Courses (X37) – enter the specific begin term e.g. 201140
- Select course type: Permanent Course, Temporary Course (X97), or Study Abroad Course (X37). Only one option is available per e-form

2. Complete details in Section A: Course Title, Description, Rationale and Outcomes:

- Enter title of Course, then tab
- Enter the Transcript Title of the course (limit of up to 30 characters), then tab
- Type in the Catalog Description. Please avoid lengthy course descriptions. Descriptions should be brief and concise. Include 'S/U grading' text as part of course description, for those courses proposed with S/U grading. If this course will be equivalent to another course, include the details in the course description, e.g. 'Also offered as ESTU 120'. Enter course repeatability details as part of the course description, e.g. 'Repeatable up to 10 credits'. **Writing Proficiency details are not included in course descriptions.**
- Complete rationale for course, then tab
- Course Outcomes – Identify/list student learning outcomes and goals. Articulate what students will know and be able to do after completion of the course.
- Complete course outcomes, then tab
- Complete section on how outcomes will be assessed: Briefly explain how outcomes will be assessed - Identify how student learning outcomes will be assessed. This should include your evaluation methods (e.g., exams, research paper, community service project) and the relative weight of each in the assessment of learning, then tab

3. Complete details in Section B: Impact on Resources:

- Complete details on equipment needs, then tab
- Complete details on Personnel needs, then tab
- Complete details on Library needs, then tab
- Complete details on Proposed Fees, then tab. Remember to complete the appropriate course fee forms for new fees being proposed for the new course.

4. Complete details in Section C: Collegial Communication: Other departments in college agreement:

- **REQUIRED:** Complete the first question in this section:
'Have faculty in the department/program been notified and approve this proposal?'
- Select appropriate button for approval by other departments/programs in the college
- Typically most new course proposals will have collegial impact if they are to be cross-listed/equivalent to other courses, or if they have pre-req courses offered by other departments/colleges.
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these proposals **MUST** be notified and agreement with the proposals must be obtained prior to sending the form forward for final college approval.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include course equivalency details or if course will be team taught by different faculty from different departments/programs, or if the new course proposal has pre-req courses offered by other departments

- Send the form to each person/entity identified and receive comments PRIOR to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.

5. Complete details in Section C: **Other College or Program Agreement:**

- Select appropriate button for approval by other department/programs in other colleges
- Typically most new course proposals will have other collegial impact if they are to be cross-listed/equivalent to other courses, or if they have pre-req courses offered by other departments/colleges.
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these proposals MUST be notified and agreement with the proposals must be obtained prior to sending the form forward for final college approval.
- Enter contact person and details in the comment box. Examples of comments can include course equivalency details or if course is team taught by different faculty from different departments/programs or if the new course proposal has pre-req courses offered by other departments.
- Send the form to each person/entity identified and receive comments PRIOR to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.

6. Complete details in Section D: **Course Details:**

- Complete Course Repeatability details. List maximum credits of repeatability. Tab.
- Select Grade mode, then tab.
- Select Schedule type and enter total number of contact hours per week.
- Select Course Site: Main or Off-Campus. List Off-Campus Location where possible, then tab
- Check if course is a requirement for a specific program of study and list details
- If applicable provide a list of major/minor/master/college/program codes for course restrictions for registration purposes
- Check if course is an Elective and list specific program of study
- Check if course is a General Elective or a FIG

7. Complete details in Section D: **Pre-requisite Details:**

- **Prerequisite(s)** – List courses required prior to student registering for main course
- **Prerequisite(s) with concurrency** – List courses required by student that can be taken in the same quarter of main course offering, or could have been taken previously.
- **Co-requisite(s)** – List courses required by student to be taken in the same quarter as the main course offering. These co-req courses cannot be taken previously or later.
- **Acceptable MATH or other equivalent courses** (e.g. HNRS. MATH placement tests, or AP Courses etc.) List these courses in the text box, include acceptable test scores and if concurrency is allowed or not.
- **Check if pre-reqs are to be enforced or not for Registration purposes.** When you build your Schedule for new courses, please request Troy Ragsdale to enforce or not pre-reqs for registration. The pre-req Text details appear in the E-Catalog and Classfinder as approved by curricular minutes and ACC. **The Catalog office does not edit pre-req text details per quarter or CRN to accommodate enrollment in sections.** By default all pre-req courses are coded with a C- minimum passing grade for registration, unless the course is a Teacher Ed course, or has been approved by ACC to have pre-req courses with passing grades of higher than C-.
- Complete rationale for prerequisite(s) and co-requisite(s).

8. Complete details in Section E: **Miscellaneous:**

- Select if proposed course has been offered as another number in your department or another department or program. List course rubric, number and date of offering. Select if new proposed course is equivalent to previous course offering. These important details assist the Catalog and Registrar's offices in building course equivalency and repeatability details in Banner.
- **If yes – send the most recent set of student evaluations to the College.**

9. Select if new proposed course will also be offered as a GUR course:

- If yes – complete the GUR CATEGORY details
- Use the Example of model rationale provided below when explaining how the proposed course meets the catalog description for the specified GUR category:

(Model GUR Course Proposal Rationale: Sample text for a Communication GUR, Block C course):

Focuses on developing the concepts and skills needed to convey ideas in a range of written contexts including how to develop a strong claim, incorporate evidence, and adhere to the conventions of written academic discourse.

- Note how this sample rationale points specifically to the catalogue description of the Communication GUR. All GUR course proposal rationales need to have this same kind of pointed connection to the ACC approved language for the relevant GUR category.
- If course proposal is not a GUR – skip to FYE section and completely accordingly.
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

10. Select if new proposed course will also be offered as an FYE course:

- If yes – complete the FYE CATEGORY details
- If no – proceed to route the form to the next approver
- If you are the designated CUE committee member to comment on the FYE proposal request – please comment and check the approved, not approved or tabled button.

CAREFULLY PROOF YOUR FORM

11. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves new course proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- New course proposal is reviewed by College Curriculum Committee. If approved College Curriculum committee notes the date of the respective Curriculum Committee meeting date on the e-form and forwards the e-form to other College or Curriculum Committees, if applicable (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator

12. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in Banner Catalog for the effective term/catalog year and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form**