



### CU DENVER COURSE PROPOSAL AND REVISION FORM

School/College: \_\_\_\_\_ Effective Term: \_\_\_\_\_ Year: \_\_\_\_\_

- Graduate Course
- Undergraduate Course
- New Course
- Revision
- End term/Cancel

#### PART 1: GENERAL COURSE INFORMATION

1. **Current Course Title** \_\_\_\_\_  
*(The official title should be no more than 48 characters including spaces. These official titles appear on the official student record. If a title is longer than 48 characters, please indicate how you would like it to appear on an official record. List full title without abbreviations)*

**Previous Course Title** \_\_\_\_\_

2. **Revision Type.** Explain reason for change on reverse side. Attach a separate sheet if needed.  
 Description       Credit       Title       Prerequisite (*list on line 10*)  
 Course Number       No Longer Offered       Other       Cross listing (*list on line 11*)  
 (Note: must have an approval for cross-listed courses outside the department)

3. **Course Type** (check all that apply)  
 Lecture    Lecture/Lab    Lecture/Recitation    Main Lab    Seminar    Studio-Art    Studio-Music  
 Private Instruction    Field Instruction    Internship    Practicum    Cooperative Education  
 Master's Thesis    Doctoral Dissertation    Research    Independent Study    Travel Study  
 Online

4. **Credit Hours** \_\_\_\_\_

5. **Anticipated Semester Enrollment** \_\_\_\_\_

6. **If Course is a lecture/lab or lecture/recitation course, indicate the number of contact hours to be devoted to each. See definitions.**      \_\_\_\_\_Lecture      \_\_\_\_\_Lab      \_\_\_\_\_Recitation

7. **Grading:**    Standard (A,B,C...)       Pass/Fail

8. **Repeatable for Degree:** If course may be repeated and have the hours counted toward a degree, indicate if repeatable in the same term or only in a different term and give the maximum hours that will count toward a degree.  
 Repeatable in the term    Only repeatable in a different term      \_\_\_\_\_ Maximum hours repeatable  
 (with  Different titles or  Same titles)

9. **Catalog Description.** (**This description will be presented in the University catalogue, Schedule Planner and S.M.A.R.T.**)  
 Syllabi information should not be included in the course description i.e. expectations of the student. Note: please limit description to 40 words.

\_\_\_\_\_

Note:

10. **Course Prerequisites:** \_\_\_\_\_

11. **Cross Listings:** \_\_\_\_\_

#### Sequence of Action/Approvals

- a. Request prepared by \_\_\_\_\_ Date: \_\_\_\_\_
- b. Department \_\_\_\_\_ Date: \_\_\_\_\_
- c. College Committee \_\_\_\_\_ Date: \_\_\_\_\_
- d. Dean \_\_\_\_\_ Date: \_\_\_\_\_

**(PART II – IV IS USED FOR THE CURRICULUM COMMITTEE)**

**PART II: RATIONALE FOR OFFERING THE COURSE**

12. Facilities needed (check one)  Classroom  Computer Facilities  Laboratory  Other (explain)

13. Why should this course be offered? If it is necessary to offer the course as a double-listed (4000/5000) course, justify offering it in this format rather than as a 5000 level only course. See definitions.

14. Was this course reviewed by a committee in the department?  Yes  No

**PART III: TOPICAL OUTLINE OF THE COURSE**

15. List under major and minor headings the principal topics covered in this course together with the approximate number of class hours devoted to each topic. Please be specific and inclusive. (Insert extra page if needed.)

16. Required Readings:

Texts:

Journals:

Other Sources:

17. a. Kinds of work required of students in this course. Be specific and indicate the relative importance of each type of assignment or work required in determining student's grades.

b. If this course is a double-listed course, indicate the work or assignments included in 16a that will not be required of undergraduate students.

**PART IV: JUSTIFICATION OF OVERLAP**

18. If there is substantial overlapping of content of the proposed course with another course, either in your department or another department, justify the overlap and attach a letter from the concerned department verifying agreement that overlap is justified. Overlapping course(s):

Justification of overlap:

19. Remarks: Add any explanation or additional information that you believe would be helpful in the appraisal of this approval.

**Modified March 2007**