



# Curriculum & Articulation Committee

## New Course Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format. One course per form.

### SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair and Dean have signed before you submit the form to the Articulation Officer.**

### SECTION 2: New Course Information

**Effective Term:** The first term the course will be offered (example: Spring 2019).

**Course Title:** (Example: EDSP 441 course title is "Characteristics and Inclusive Strategies for Students with Mild and Moderate Disabilities." If applicable, the abbreviated version for transcripts is "Chars/Strat Mid/Mod Disab.") The course title must match the common course numbering form and the syllabus. **(Please note, if your course title is exceptionally long, there must be an abbreviation of 30 characters or less that would be appropriate for transcripts and the printed schedule).**

**Discipline, Prefix, and Course Number:** Include discipline (Special Education), prefix (EDSP), and course number (441). Please check the common course numbering website for existing course information <https://www.nevada.edu/ir/ccn.php>.

(Please note: if prefix or discipline is not already present in common course numbering, it needs to be approved by the system office first. Must include CIP code. Please see the Articulation Officer for clarification).

**General Education course:** If this is a new General Education course, it must go through the General Education Committee for approval **prior** to being submitted to the Articulation Officer.

**Cross-listed with another course:** For cross-listed courses the prefix and number can differ, but the title, credits, and content should be identical. The original course must be retained in the GBC course catalog in addition to the new course information.

**Grading Basis:** (A-F or S/U)

**Credits:** A fixed credit course will always be offered for the same number of credits. Variable credit courses can be offered between the specified minimum to maximum range.

#### Repeatability:

- **Non-repeatable:** A student may earn credit(s) for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.
- **Repeatable Credits:** If a course is repeatable up to 6 credits, then the GPA will reflect the earned grade each time they take the course until they have completed 6 credits. If the student takes the course for more than a total of 6 credits, the additional credits will not be counted towards the GPA.
- **Repeatable Completions:** If a course is repeatable up to 3 times (completions), then the GPA will reflect the student taking the course up to 3 times, and the additional completions will not be counted towards their GPA.

**Transferability:**

- Select TRANSFERABLE if this course is transferable for any NSHE baccalaureate degree.
- Select NON-TRANSFERABLE if this course cannot be used for an Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science (courses formerly known as “B” courses).

**Prerequisites:** List all prerequisites and indicate AND or OR between each requirement (Example: Must have completed ENG 95 or ENG 97 and MATH 126E or satisfactory placement scores).

**Corequisites:** List all corequisites and indicate AND or OR between each requirement (Example: Must be admitted into Teacher Education Program and be taking EDSC 315).

**Department consent required:** If yes, then student will not be able to enroll via self-service until special permission is given by the department.

**Catalog Description:** Must be identical to the catalog description in the syllabus.

**Program requirement Course:** Mark YES, if the course will be used to satisfy a program requirement or elective. List the individual program(s) here. (Please note: all affected programs must submit their own, individual program change form to the Curriculum and Articulation committee in order to appear in the catalog).

### SECTION 3: Approvals

- The electronic C&A form and scanned supporting documents must be submitted to the Articulation Officer for review first. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from submitter, Department Chair, and Dean. Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair to be included in the next available meeting agenda.



# Curriculum & Articulation Committee

## New Course Form

### SECTION 1: SUBMITTER INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Department: \_\_\_\_\_ GBC Center: \_\_\_\_\_ Building & Room #: \_\_\_\_\_

Have you received approval from Department Chair? Yes No and Dean? Yes No

If you have not received approval, **do not submit** to the Articulation Officer.

### SECTION 2: NEW COURSE INFORMATION

Syllabus must be submitted with this form.

Effective Term: \_\_\_\_\_

Full Course Title: \_\_\_\_\_

Abbreviated Title (30 characters or less): \_\_\_\_\_

Discipline: \_\_\_\_\_ Prefix: \_\_\_\_\_ Course number: \_\_\_\_\_

Will this be a general education course? : Yes N/A (if yes, please list the general education objective it fulfills)

\_\_\_\_\_  
\_\_\_\_\_

Date approved by General Education Committee: \_\_\_\_\_

Will this be cross-listed with another course? Yes No (if yes, prefix and course number) \_\_\_\_\_

Grading Basis: A-F S/U

Credits: Fixed credits: \_\_\_\_\_ **OR** Variable credits: \_\_\_\_\_ to \_\_\_\_\_

**Repeatability:** A student may earn credit(s) for this course only one time and may retake this course to improve a grade, but will not receive credit more than once. **OR**

A student may repeat this course for credit up to a total number of credits \_\_\_\_\_  
**OR** up to a total number of completions \_\_\_\_\_.

**Transferability:** Course is TRANSFERABLE for any NSHE Baccalaureate degree

Course is NON-TRANSFERABLE (Formally called a "B" course)

**Prerequisites** (Please use "and" or "or" between each req.): **Corequisites** (Please use "and" or "or" between each req.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is department consent required?** (If yes, this will prevent students from enrolling via self-service):      Yes      No

**Catalog Description:** \_\_\_\_\_  
*(must be identical to the* \_\_\_\_\_  
*catalog description on the* \_\_\_\_\_  
*class syllabus)* \_\_\_\_\_

**Will this course be used to satisfy a program requirement?**      Yes      No

If yes, list the program(s) below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION 3: APPROVALS

**Submitter**

**Dean**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair**

**Articulation Officer**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**This form will not be accepted without the above signatures**

**Curriculum and Articulation Chair**

**Vice President of Academic Affairs**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_