INSTRUCTIONS FOR
Form A- NEW COURSE
For New Courses- Routing Sheet

If you are creating a new course that will be required in a program or listed in a specific elective list, you will need to prepare a Form C (the form for Program changes) to accompany the Form A. If the course is a general elective, no Form C is required.

Department Name:  Your Name & Contact Information:

If the new course relates to University Studies Program (USP) complete USP ATTACHMENT.

If your new course will be a USP course, the USP ATTACHMENT needs to be filled out and sent along with the Form A. The Attachment will be used for the USP Committee to determine that the USP requirements are met. http://www.uwosh.edu/provost/resources/curriculum-forms/curriculum-forms

If your new course is a Trial Course, also fill out the Trial Course Attachment. http://www.uwosh.edu/provost/resources/curriculum-forms/curriculum-forms

Course Title:  New Title:

30 Character Abbreviation (spaces count): enter the exact abbreviation you desire and count the number of spaces used in the 30 character limit.

Catalog Number: New Number: (consult Registrar’s office x 0933)

Course Description: Enter new description here, exactly how you wish it to appear:

Prerequisites: Clearly define prerequisites here: If there are none, write none.

Units (Credits): Number of credits:

Variable Credit: □ No □ Yes; If yes, variable from: credits to: credits.

Repeatable for Credit: □ No □ Yes; If yes, max. Total units: Repeatable for Credit is for a course that may be taken several times under different titles or under the same title for cumulative credit. If a student can take this class more than once during the semester, please call the Registrar’s Office (x0933) for additional information. “Repeatable for Credit” as listed here does NOT refer to allowing students to repeat a course in order to improve a grade.

Dual Level Listing (UG/G): If yes, explain here:
Dual Level Listed courses have two numbers, i.e. 300/500, and can be either undergrad or graduate level. The course syllabus will define requirements for both levels.

Cross Listing: If yes, explain here: (seek approval from other department) Cross-listed courses have identical course numbers, descriptions, prerequisites, and titles but are offered by different departments. Students may only receive credit for one of the courses. Cross-Listed courses require both/all department chair signatures.
Grading Basis:  □ Letter Grade  □ Pass/Fail  Most courses will be for a Letter Grade. Choose Pass/Fail when competency is the indicator of success in a course.

Course Component(s): Check all that apply and enter how many class hours are assigned to each component: Note that “discussion” should be checked only if the “discussion” component is separate from the “lecture” component. Most “lecture” components include some general discussion. If more than one component is checked, each must be input when scheduling the course. (Note: This is how the course is built and displayed on Titan Web.)

□ Lecture (An instructional method in which the instructor presents data and little discussion occurs. Most Lecture components include some general discussion. “Discussion” should only be checked if this is separate from the Lecture component.)

□ Laboratory/Studio  Independent activity by a student with a group under faculty supervision in a room with special equipment.

□ Discussion  Attention of all members to one performance but group interaction occurs frequently. Include problem hours here.

□ Field Experience  Instruction generally occurs in a non-classroom setting. Sections are determined by the span of supervision of a particular faculty member rather than the meeting time and place. Examples include Student Teaching, Internship, Clinical Experience, and Field Work (where that represents the total contact of the course).


□ Seminar/Colloquia  A group of advanced students at the undergraduate or graduate level studying with a faculty member (or, in the case of colloquia under the leadership of several faculty members) and exchanging the results of their research through discussion, reports, etc.

Effective Date: (enter term and year)  Usually the effective date will be at least one term later than the current term. For Effective Date questions, seek assistance from the Registrar’s Office.

Objectives of course:

Course Syllabus (Attach syllabus – cut and paste here):

Other Notes, or Rationale, - clearly describe here:

Are New Resources Required?  □ No  □ Yes; if yes, please explain:

For COLS Interdisciplinary courses include name of instructor and department:

Course content related to other curricula:

➢ Is content of this course a duplication of course material already offered with the department, between departments, and/or between colleges? If so, has the duplication been discussed with the other unit, and what is the rationale for offering both courses?

➢ Is course to apply to a major, minor, emphasis, option, certification outside the initiating unit? If so, a written statement from applicable department(s) should attest that the course would be accepted in that program.

Prior to the initiation of the approval process, please contact the Registrar’s office at x3007 for consultation about the possible impact of proposed changes.

Registrar: ________________________________ Date_________________

Approvals and Distribution: Print your name; sign your name, date, check only if you want a copy of the approved Form A. Be sure to indicate in the last line any other people who should receive the approved copy.
Chair and dean signatures signify qualified instructional staff, adequate student demand & facilities, appropriate equipment & materials, consideration of exceptional course fees (above $20), approval of college/school curriculum committee (if applicable), and communication with other affected units.

If you are uncertain which signatures are required for college approval, contact staff in your dean’s office. Changes to course numbers, titles, and descriptions when course content does not change, but the new description better describes existing content, may be approved by department chairs and sent directly to the Provost and Vice Chancellor’s office.

In the following chart, enter names and obtain signatures of those who approve. Use the “originator” line or the last line “other recipients” to list names of those who need to see the final Blue Sheet – for example, the Academic Department Associate, Program Assistant, or the University Services Associate. If you have questions, please call the Provost’s office: 424-1410.

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