New Course Form Instructions
(A syllabus is required for all requests)

To have form reviewed prior to signatures, send completed form to Sandra Williams at sandra-williams@tamu.edu

Item 1. Indicate whether the request is for an undergraduate, graduate or first professional program.

Item 2. Name of department or program – select from drop down list in PDF or enter complete name (do not abbreviate).

Item 3. Course prefix, course number and complete title of course. Check with Curricular Services to see if the course number is available. The course number may not have been used in the last 10 years.

Item 4. Catalog course description must not be more than 50 words long, and consist of short phrases connected by semicolons; use commas to separate a series. No sentences. Reference Style Guide at http://curriculumservices.tamu.edu and/or catalog course descriptions for examples.

Item 5. Prerequisites – For 300- and 400-level courses, prerequisites must contain either a course prerequisite implying course is designated as upper division students or if no prerequisites, then junior or senior classification. You may also include “or approval of instructor.”

Cross-Listed Course – Provide cross-listed course prefix/number if the course will be cross-listed. They should be identical, except for the course prefix (and sometimes number). Cross-listed courses require the signature of both department heads.

Stacked Course - Provide stacked course prefix/number if the course will be stacked.

Item 6. A variable credit course is one that students can sign up for with a variable number of credit hours. Check “yes” if this is a variable credit course and give the credit range (i.e., 1 to 3). If this course is not a variable credit course, check “no.”

Item 7. If the course can be taken more than one time for credit, check “yes.” If not, check “no.” If yes, how many times can this course be taken and can it be taken more than once in the same semester?

Item 8. Indicate if the proposed new course will also be submitted to the Core Curriculum Council for core consideration.

Item 9. How will the course be graded? Letter grade, satisfactory/unsatisfactory or pass/fail (CLMD).

Item 10. Fill in either A or B. On line A, list curricula that will require this course, and on line B, list curricula that will use this course as an elective. Only indicate undergraduate degree programs for undergraduate courses and graduate degree programs for graduate courses. On line B, list “undergraduate general academics” (undergraduate course) or “any master’s or doctoral program” (graduate course) if the course will be available as an elective for any degree program.

Item 11. Attach appropriate letters of support from departments that are teaching related subject areas.

Item 12. Verify review of Export Control Basics for Distance Education.

Item 13. Fill in prefix and course number, and short title with no more than 30 letters and spaces (this will appear on the student’s transcript). Try to use abbreviations that most people will recognize. The short title must be from Item 2, and not a condensed title from the course description. Example, “Introduction to Semiconductor Theory” should not be “Introduction to SC Thry”; instead, make it “Intr to Semiconduct Thry.”

Fill in the lecture and lab contact hours, and the semester credit hours (SCH). Examples: For a 3-hour lecture, no lab, and 3 SCH course, fill in 03 for Lect, 00 for Lab, and 03 for SCH. For a 3-hour lecture, 2-hour lab, and 4 SCH course, fill in 03 for Lect, 02 for Lab, and 04 for SCH. NOTE: A 1-contact hour lab gives you 0 SCH. There must be 2 or 3-lab contact hours for 1 SCH.

Subject matter content code (CIP Code) should be determined by the department submitting the new course request to make sure the proper subvention funding is obtained for the course. These codes can be obtained from the Texas Higher Education Coordinating Board (THECB) website: http://www.txhighereddata.org/. The Associate Director of Curricular Services can assist departments with this process.

The administrative unit number may be found on Compass Form SZACXRF for an existing course in the department with the same prefix.

The academic year is when the course will appear in the University catalog (i.e., 15-16).

Level refers to course level: 100 = 1, 200 = 2, 300 = 3, 400 = 4, 600 = may be 5 or 6, 900 = 7. For example, view an existing course on Compass Form SZACXRF and reference the level given for that course.

Approvals. Appropriate approval signatures must be obtained before submitting the course request to Curricular Services (undergraduate) for UCC or Graduate Studies (graduate) for GC.