

COURSE SUBMISSION FORM

Section 1: Contact and Basic Course Information

1. Instructor information:

Name	
Email address	
Phone number	

2. Submission Type:

- New Course Proposal:** Complete all applicable sections.
- Course Revision Proposal:** Fill out only items that need to be changed.

Please note: Non-sponsor units in a cross-list may only make changes to the catalog number. All other changes must come from the sponsor unit. Currently, a moratorium on establishing new cross-listings between courses is in effect.

3. Subject code (e.g., ENGL, SPAN):

Catalog number:

Section 2: Course Details

1. Short Title/Description (ALL CAPITAL LETTERS; maximum of 30 characters, including spaces)

Note: This title appears on class rolls and student transcripts

2. Long Course Title (Maximum of 100 characters, including spaces)

Note: This title appears in the Undergraduate Bulletin, Graduate Record, and ConnectCarolina

3. Long Description (Maximum of 50 words, excluding pre- and corequisite statements):

Note: This description appears in the Undergraduate Bulletin, Graduate Record, and ConnectCarolina.

4. Any pre/corequisites for this course? (Pre/corequisites must be courses) Yes No

If the course has prerequisites, enter subject and catalog number(s):

If the course has corequisites, enter subject and catalog numbers(s):

Examples: MUSC 122; BIOL 101 and 101L; PSYC 101, and 222 or 230. Note: Pre/corequisites appear in the long course description in the Undergraduate Bulletin and ConnectCarolina. This information should also be included in the course description (see item #3).

5. Is special preparation required/recommended for this course? Yes No

Note: This information should also be included in the course description (see item #3), following any pre/corequisites.

6. Proposed effective term:

Year:

Course revision requests must have a fall effective date.

7. Course credit hour type is:

Fixed

Enter hours:

Variable

Min hours:

Max hours:

Note: The number of class contact hours in organized instruction is one factor affecting the amount of credit earned. Courses must meet for a minimum of 750 minutes per semester for each hour of credit earned. (Example: a traditional 3 credit-hour course includes 42 class periods of 50 minutes each on MWF and 29 class periods of 75 minutes each on TTH. Final examinations, required in all undergraduate courses, provide an additional 180 minutes of instruction. MWF classes provide a total of 2280 instructional minutes; TTH classes, a total of 2355 instructional minutes.) This ratio should be observed for organized instruction, which excludes laboratory, independent study, special topics, and thesis research courses.

8. Grading basis (select one):

9. Repeat for credit: Yes No

Allow multiple enrollments within a single term: Yes No

Total Units Allowed:

Total completions allowed:

10. Is this course included in a current proposal to establish or revise a major or minor? Yes No

Note for undergraduate programs: The course must be approved by the Administrative Boards first before the revision to the major or minor can be approved.

11. If permission to enroll is needed, please choose one statement below that best describes who gives permission:

Note: This information should also be included in the course description (see item #3), following any required/recommended preparation.

12. Primary Component (lecture or lab)

Graded component Yes No

13. Will this course contain additional components?

Recitation Graded component Yes No Included and contributes credit hour(s)

Lab Graded component Yes No Included and contributes credit hour(s)

Separately numbered as and contributes credit hour(s)

14. Additional Course Request Details. (Maximum of 75 words):

Note: Please use this section to provide additional information about this course. For example, does the course restrict enrollment by student classification, by college, or major?

15. Course Document – Please attach the course syllabus.

Note: The syllabus should include a brief description of the course, basic and recommended texts (authors, title, year of publication), a list of principal topics covered, class schedule or course calendar, number of examinations, contact hours, work required of students, and the basis for determining the final grade.

Continue to Section 3: General Education Requirements, if applicable.

Section 3: General Education Requirements – Complete Only If Applicable

Subject + catalog number:

- For revision requests:
 1. Does this course already fulfill General Education requirements? Yes No
 2. If Yes, which ones:
 3. To request additional General Education requirements, complete the information below.
- For new courses, complete all applicable information below.

Courses that meet General Education requirements must include in the course syllabus adequate information to permit the Curriculum Committee to assess course content against the criteria specified for each General Education category. The course syllabus should give evidence that the criteria have been met. (The criteria document is available at http://www.unc.edu/depts/uc/Faculty/GenEd_criteria.pdf). No more than two General Education designations, as the norm, will be approved for any new or revised course.

Criteria applicable to all General Education courses:

- Course syllabus includes a final examination. (Foundations, First Year Seminars, and EE-only courses are an exception to this requirement)
- Course syllabus makes it clear that at least 10 pages of writing or the equivalent in intellectual labor are required.
- For science, math, and performance courses, where little writing is typically assigned, the course requires the intellectual equivalent of at least 10 pages of writing outside of class.
- The course involves recitation meetings or allows for regular discussions in other ways.
- For science and math courses, where regular discussions may not be appropriate, the course requires students to apply their acquired knowledge to challenging problems.

Foundations

- English Composition and Rhetoric (CR)
- Foreign Language (FL)
- Quantitative Reasoning (QR)
- Lifetime Fitness (1 credit)

Approaches

A course can fulfill only one Approach.

- Physical and Life Sciences:
With lab? Yes (PX) No (PL)
- Social and Behavioral Sciences
nonhistorical (SS)
- Social and Behavioral Sciences
historical analysis (HS)
- Visual and Performing Arts (VP)
- Philosophical and Moral Reasoning (PH)
- Literary Arts (LA)

Connections

A course can fulfill up to two Connections

- Communication Intensive (CI)
- Quantitative Intensive (QI)
- U.S. Diversity (US)
- Global Issues (GL)
- The World before 1750 (WB)
- North Atlantic World (NA)
- Beyond the North Atlantic (BN)
- Experiential Education (EE) [choose one below]:

Please remember to attach a course syllabus (see item #15 from section 2 above).