

USF St. Petersburg - New Undergraduate Course Proposal Form

You no longer have to submit the SUS course transmittal forms for submission to Tallahassee. We will produce them and forward them to Tallahassee for you if you use the on-line course submission forms.

You do still need to submit the course syllabi to us. We need **SEVENTEEN (17)** copies of each individual course syllabus for submission to the Undergraduate Council.

We also need an e-mail from your dean's office when your course(s) has completed all college procedures and is ready for submission to the Council.

1. Department and Contact Information

Department	College	Budget Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.

3. Course Information

Prefix	Number	Full Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the course title variable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a permit required for registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the credit hours variable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credit Hours (List max-min if variable)	Section Type	Grading Option
<input type="text"/>	<input type="text" value="Class Lecture (Primarily)"/>	<input type="text" value="Regular"/>
Total Clock Hours	Abbreviated Title (30 characters maximum)	
<input type="text"/>	<input type="text"/>	

6. Prerequisites

7. Corequisites

8. Co-Prerequisites

9. Course Description (255 characters maximum - including spaces)

10. Please indicate if the course:

- is restricted to majors or nonmajors
- is repeatable for credit and, if so, for how many total credits

Course Description Length (if counter does not update automatically, please press "Update" button):

11. **Gordon Rule**

Does this course meet the **writing** portion of the Gordon Rule?

Yes No

If you checked "yes" above, specify how the 6,000 words will be covered (exams, papers).

Does this course meet the **computation** portion of the Gordon Rule?

Yes No

12. **Justification**

(This section is critical since the Council members will make their decision based on the information provided here. The information should be in the following outline form.)

A. Indicate how this course will strengthen the Undergraduate Program. Is this course necessary for accreditation or certification?

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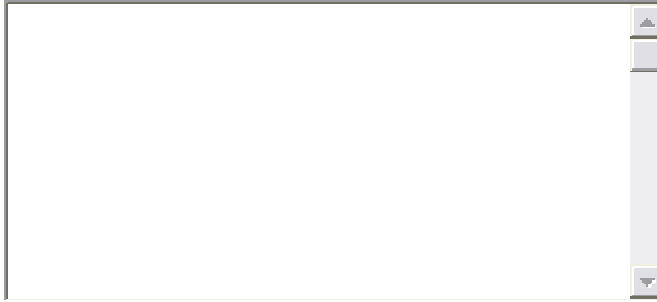
B. What specific area of knowledge is covered by this course which is not covered by courses currently listed?

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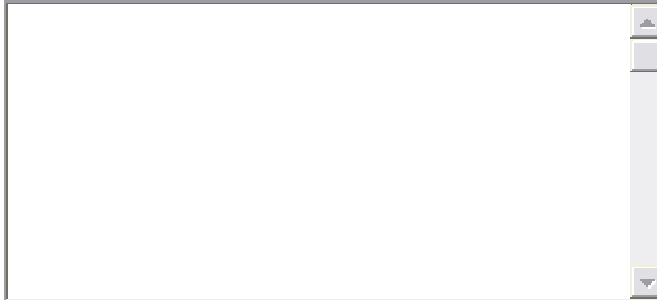
C. What is the need or demand for this course? (Indicate if this course is part of a required sequence in the major.) What other programs would this course service?

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D. Has this course been offered as Selected Topics/Experimental Topics course?
If yes, what was the enrollment?

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E. How frequently will the course be offered? What is the anticipated enrollment?

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F. Do you plan to drop a course if this course is added? If so, what will be the effect on the program and on the students? (Please forward the nonsubstantive course change form regarding the course to be deleted to the Council secretary.)

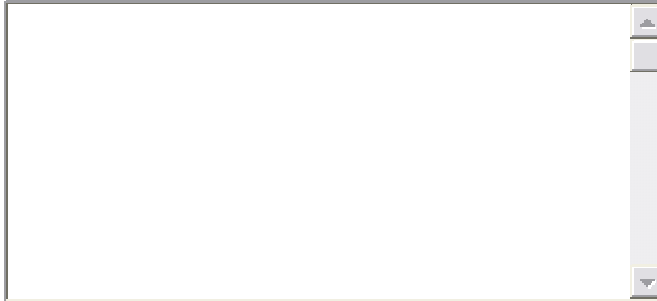
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G. What qualifications for training and/or experience are necessary to teach this course? (List minimum qualifications for the instructor.)

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13. **Other Course Information** - Required for submission to the Statewide Course Numbering System

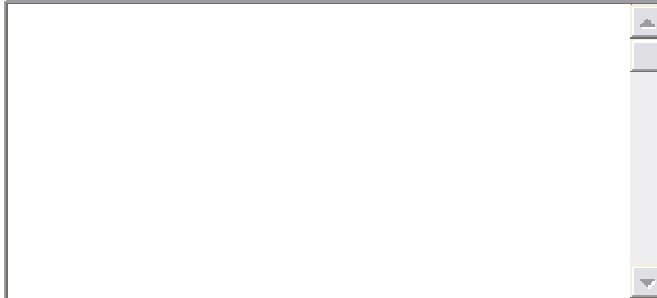
A. Course Objectives

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B. Student Learning Outcomes

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C. Major Course Topics

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D. Course Textbooks

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14. **Syllabus** ([Anatomy of a Syllabus](#))

Your college will forward an electronic copy of your syllabus to Undergraduate Studies when your course is approved for submission.

15. Liberal Arts Certification

General Course Requirements (check all categories for which you are requesting certification)

- | | |
|---|--|
| <input type="checkbox"/> English Composition | <input type="checkbox"/> Quantitative Methods |
| <input type="checkbox"/> Natural Science | <input type="checkbox"/> Historical Perspectives |
| <input type="checkbox"/> Social Science | <input type="checkbox"/> Fine Arts |
| <input type="checkbox"/> African, Latin American, Middle Eastern, or Asian Perspectives | |

Exit Requirements (you may apply for certification in both of the following. If you choose Literature and Writing, you will also be certified for Gordon Rule.)

- | | |
|---|---|
| <input type="checkbox"/> Major Works and Major Issues | <input type="checkbox"/> Literature and Writing |
|---|---|

Skills and Dimensions (Indicate which of the following are given significant consideration in the course.)

- | | |
|---|---|
| <input type="checkbox"/> Values and Ethics | <input type="checkbox"/> Race and Ethnicity |
| <input type="checkbox"/> Gender | <input type="checkbox"/> International Perspectives |
| <input type="checkbox"/> Environmental Perspectives | <input type="checkbox"/> Analytical Thinking |
| <input type="checkbox"/> Conceptual Thinking | <input type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Writing Skills | <input type="checkbox"/> Oral Expression |

Approvals (If Disapprove, Note and Attach Comments)

Title/Print name	Signature	Approve	Date
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_____	_____	<u>Y/N</u>	_____
Chair, College UGS Committee			

_____ Y/N _____
College Dean

_____ Y/N _____
Chair, USFSP UGC Committee

_____ Y/N _____
USFSP Regional V.C.A A.