

Read the guidelines in this box before writing the Catalog description.

Write the description in the present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences. However, use sentences that contain more than a list of items or topics.

Examples:

Instead of "This course will introduce students to the history of . . . ," use one of the following formats:

Introduces the history of . . .

An introduction to the history of . . .

Introduction to the history of . . .

Instead of "Functions, equations, and graphs," use a format similar to one of the following examples:

Explores functions, equations, and graphs . . .

Topics include functions, equations, and graphs . . .

A study of functions, equations, and graphs . . .

Catalog description:

Grading:	Letter Grade or petition for Satisfactory/No Credit (S/NC) Letter Grade or S/NC; no petition required	Letter Grade only S/NC only	In Progress (IP)
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The statements selected below will be added to the Catalog description by the Catalog office:

Grading statement (if required):

Satisfactory (S) or No Credit (NC) grading is not available.

Graded Satisfactory (S) or No Credit (NC).

Normally graded Satisfactory (S) or No Credit (NC), but students may petition the instructor for a letter grade on the basis of assigned extra work or examination.

May be taken Satisfactory (S) or No Credit (NC) with consent of instructor and graduate advisor.

May be taken Satisfactory (S) or No Credit (NC) by students advanced to candidacy for the Ph.D.

Students who submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

Students who present a seminar receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

Students who present a seminar or submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade.

Other:

Repeatability statement (if required):

Course is repeatable.

Course is repeatable to a maximum of ___ units.

Course is repeatable as content changes.

Course is repeatable as content changes to a maximum of ___ units.

Course is repeatable as topics change.

Course is repeatable as topics change to a maximum of ___ units.

Other:

If the course is repeatable, may a student take more than one section of the course in a single quarter? ___ Yes ___ No

WORKSHEET - Request for a New Course

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Cross-listing statement: Cross-listed with

Credit statement (to limit credit when course content overlaps):

Credit is awarded for only one of

Other

Breadth statement (for CPAC, ETST, FVC, HASS, or WMST courses only):

Fulfills the Humanities requirement for the College of Humanities, Arts, and Social Sciences.

Fulfills the Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

Fulfills either the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

See the Student Affairs Office in the College of Humanities, Arts, and Social Sciences.

Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

Other:

If the course **content overlaps or duplicates the content of another course**, describe the overlap or duplication:

If the course **affects degrees, minors, and/or programs**, list the affected degrees, etc. and explain how they are affected:

If the course **affects the prerequisites and/or descriptions of other courses**, list the affected courses and explain how they are affected:

Justification for establishing the course (insert or attach):

Syllabus (copy and paste on the next page or attach and include the information below):

Course requirements (e.g., term papers and examinations)

If an activity selected above under “**Activities and Hours**” **does not involve faculty contact** (e.g., extra reading, individual study, and outside research), describe the activity and explain how it will be evaluated.

If one of the activities selected above is **consultation hours**, explain how these hours will be implemented and monitored.

For further information about course guidelines, see the *General Rules and Policies Governing Courses of Instruction* at senate.ucr.edu/Committees/courses/guidelines.pdf

