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| ***NEW COURSE APPLICATION*** | For Office Use Only: |  |  |  |
|  | Prefix (6 characters max.) |  | Number | |
| **University of Washington** |  |  |  | |
| **Curriculum Review Committee** | Offered jointly with: |  |  | |
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|  | | | | |
| College or School Department Date | | | | |
| Course Title Credits | | | | |
| Abbreviated title for transcripts (not to exceed 19 characters, including spaces, Type in CAPS): | | | | |

1. PURPOSE OF REQUEST

🞏 Permanent new course, to be effective Quarter 20 .

🞏 Temporary new course , to be offered beginning Quarter 20 through Quarter 20 .

🞏 Extension of a temporary new course , to be offered beginning Quarter 20 through Quarter 20 .

🞏 Conversion of a temporary new course , to be offered beginning Quarter 20 .

🞏 Equivalent/Overlapping new course to be offered beginning Quarter 20 . (Complete section 8)

🞏 Add Distance Learning (DL) status (Complete section 7)

🞏 Permanent CR/NC grading only

🞏 Enforce automatic cancellation of registration if prerequisites not met (undergraduate classes only)

🞏 Application is accompanied by an application to drop or change an existing course that has the same course number as the course requested here.

🞏 Add course to the following approved major/minor/option elective lists:

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| *Attach a course syllabus/outline and reading list if this course will be offered for more than one quarter.* |

2. JUSTIFICATION and CONTACT INFORMATION

Explain why this course is being proposed, including its relationship to your overall curriculum and what comes before and after this course. Please list contact information for individual(s) submitting this application. (Attach additional sheet if necessary.) Is this course part of a broader curricular initiative? If so, please explain.

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| **Contact Name:** | **Phone:** | **Email:** | **Box #:** |

3. CATALOG DATA/COURSE DESCRIPTION

If course is below the 500 level, the department can recommend that it be accepted toward the following undergraduate general education requirements. Check all applicable categories Areas of Knowledge 🞏 **VLPA** 🞏 **I&S** 🞏 **NW** 🞏 **QSR** 🞏 **C** 🞏 **DIV**

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| Catalog description (***Must*** *be double spaced.*)  (50-word limit)    Optional Catalog information (include only if you want this information listed in the *General Catalog* description):  Names and ranks of probable instructors (Include curriculum vitae for any instructor not now on the University faculty)    Quarter(s) offered (A, W, Sp, S) |

REV.08/16 **COMPLETE OTHER SIDE OF THIS FORM**

4. CREDITS AND HOURS

a. Instructional and Additional hours: *1 credit represents a total time commitment of 3 hours per week of student effort.*

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| Instructional hours per week (complete 7a instead of 4a if course offered only as a DL course).  Lecture               Laboratory  Quiz section               Studio  Seminar               \*Other \_\_\_\_\_\_\_\_\_\_  \**Attach explanation and justification for “other” instructional hours.* TOTAL WEEKLY INSTRUCTIONAL HOURS: |  |
| How many hours in addition to the instructional hours will a student  be expected to spend each week in preparation for this course? TOTAL WEEKLY ADDITIONAL HOURS: |  |
| TOTAL WEEKLY INSTRUCTIONAL AND ADDITIONAL HOURS: |  |

b. If variable credit, how will the number of credits awarded be related to the amount of student effort required?

c. How will students be evaluated for credit or grades? Provide specific information on assignments, projects, exams, etc. and relative % for each area.

5. STUDENTS

a. Anticipated enrollment per quarter .

b. Types of students expected: 🞏 Undergraduate Majors/Minors 🞏 Graduate Students 🞏 Non-Matriculated Students

🞏 Undergraduate non-majors 🞏 Professional Students

6. LEARNING OBJECTIVES

By the end of the course, students will demonstrate the ability to:

7. DISTANCE LEARNING:

**Seattle Campus**: a course or sections of a course in which students can participate fully without being physically present on campus must be designated as a “DL” course or section. Attach a syllabus for the DL course as well as the in-classroom syllabus, if both are planned.

See FCAS website for specific “DL” designation criteria: <https://www.washington.edu/cms/faculty/files/2014/05/DL-guideline.pdf>

**Bothell/Tacoma Campuses**: See Campus Curriculum Committees on guidelines for DL review/approval.

a. Instructional and Additional hours: *1 credit represents a total time commitment of 3 hours per week of student effort.*

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| Instructional hours per week in-classroom  Lecture               Laboratory  Quiz section               Studio  Seminar               \*Other \_\_\_\_\_\_\_\_\_\_  \**Attach explanation and justification for “other” instructional hours.* | Instructional hours per week distance learning  Interactive Lecture             Live Chat  Recorded Lecture             Discussion Board  \*Other  \**Attach explanation and justification for “other” instructional hours.*  TOTAL WEEKLY INSTRUCTIONAL HOURS: |  |
| How many additional hours will a student be expected to spend  each week in preparation for this course? TOTAL WEEKLY ADDITIONAL HOURS: | |  |
| TOTAL WEEKLY INSTRUCTIONAL AND ADDITIONAL HOURS: | |  |

b. what are the specific means of content delivery used in the distance learning portions of the course?

c. will the course be offered in a □ synchronous (students work through the material at the same, pre-determined pace) or

□ asynchronous (students work through material at their own pace) mode?

d. If this DL course is also being offered as a separate version in the classroom, please describe how the DL and in-classroom instructor will coordinate expected learning outcomes, examinations, and grading.

e.How will examinations be administered securely? Describe safeguards for academic integrity.

f.Describe how students will receive feedback throughout the course and how student learning will be assessed.

g**.** How will students interact with the instructor and other students? Will there be any face-to-face meetings with the instructor and other students?

8. CURRICULAR RELATIONSHIP

Select all curricular relationships associated with this course application. It is the responsibility of the initiating unit to do a good-faith review of existing courses to identify and circulate this application for review and approval by those affected units and obtain the necessary signatures prior to submission to the University Curriculum Office. Failure to do so will delay action on this application.

POTENTIALLY AFFECTED COLLEGES, SCHOOLS, OR DEPARTMENTS:

Similar course content covered in one or more potentially affected units within or between UW campuses.

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| Name of affected unit(s) | Course prefix and number | Approved | Not Applicable | Signature of chair/director |
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**If no relationship between course(s) is found, proceed to section 9. If courses overlap to any degree, indicate relationship below.**

A. OVERLAPPING COURSE(S): Significant course content overlap of existing courses within or between UW campuses. Students only receive credit for one course. Does not necessarily satisfy prerequisite and program requirements for units involved.

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| --- | --- | --- | --- |
| Name of unit(s) | Overlapping course(s) prefix and number | Signature of chair/director | Signature of dean |
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B. JOINT COURSE(S): Same course from two or more units. All courses within a joint loop satisfy prerequisite and program requirements.

If units from more than one school or college participate, a separate application must be filed by each unit.

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| Name of units  (***List responsible unit first***) | Joint course prefix  and number | New  Course | Existing  Course | Signature of chair/director |
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C. EQUIVALENT COURSE(S): Same course across two or more UW campuses. Courses satisfy prerequisite and program requirements for all units involved. A separate application must be filed by each unit.

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| Name of unit(s) | Equivalent course(s) prefix and number | Signature of chair/director | Signature of dean |
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**Note: More information about course oversight can be found on the FCAS website:**

<https://www.washington.edu/cms/faculty/files/2014/05/guideline-on-oversight-of-courses.pdf>

9. APPROVAL

Chair/Director of submitting department/unit

FULL NAME SIGNATURE DATE

College Curriculum Committee

FULL NAME SIGNATURE DATE

College Dean/Vice Chancellor

FULL NAME SIGNATURE DATE