Request for New Undergraduate Course:

INSTRUCTIONS: Fill form out completely, attach documentation as requested in items “a” through “d” below, and route through proper channels for signatures in order listed under APPROVALS. After signing, the Academic Unit Dean/Director should then forward the form and all documentation to the Provost Office (300 Administrative Center)

Note #1: Before proposing a particular course number, check with the RECORDS OFFICE (1119) in order to avoid conflicts with existing numbers and numbering systems.

Note #2: The title should be concise and descriptive and should conform to the existing style of the Department or Division from which it originates.

Note #3: The catalog description must be concise and descriptive and should conform to the existing style of the Department or Division from which it originates. It should not include a list of topics to be covered in the course except in general terms.

Department or School        Proposed Course No.        Course Title (See Note #2)  (See Note #1)

1st term to be offered:  ☐ Fall      ☐ Winter      ☐ Summer

Frequency of offering course:  [Check ALL that apply]
☐ Every FALL  ☐ Every other FALL  ☐ Every WINTER  ☐ Every other WINTER
☐ Every SUMMER  ☐ Every other SUMMER  ☐ ON DEMAND
☐ Other: __________________________

Credit hours: ________  Instructor(s): __________________________________________

Prerequisites:  _____________________________________________________________

CATALOG DESCRIPTION (See Note #3):

REQUIRED SUPPORTING DOCUMENTATION (Attach all of the following to the Course Request Form):

a. An enlarged description of the course, containing a course outline and syllabus.

b. Evidence that necessary equipment, library resources, computer support, and any other support services relevant to the course are available to support this new course at the graduate level.

c. (1) How does this new course fit into the present and long-range departmental and/or school program? (e.g. Does this course represent a new focus area? Is it linked to other course additions or modifications within the program: Does it replace any existing courses?)

(2) How does the proposed course fit into the overall program of UMKC?

(3) Does the course require additional allocation of funds, and if not, how will it be carried within the present budget and teaching load of the department or school?

d. Information related to course duplication: Are similar courses taught in other divisions of UMKC? If so, what is the rationale for adding this separate but similar course? To what extent has the proposed course been discussed with the instructors, chair(s), and deans of the academic units offering the similar course(s)?

APPROVALS: (Signatures below indicate approval of the proposed course)

1.  Department Chair/Division Head ___________________________ Date: __________________

2.  Academic Unit Curriculum Committee Chair: ___________________________ Date: __________________

3.  Academic Unit Dean / Director: (Signature certifies that the requested course does not substantially duplicate any other course presently offered by this Academic Unit, and that adequate resources are available to support this new offering at the graduate level.)

   Dean/Director’s Signature: ___________________________ Date: __________________

4.  Faculty Senate UG Curriculum Committee: Signature certifies that the FS/UGC Committee has reviewed this request and found that it meets the standards for undergraduate offerings and does not substantially duplicate existing course offerings in other academic units.

   FS/UG Curriculum Committee Chair’s Signature: ___________________________ Date: ______________

5.  Official Administrative Approval:

   Vice Provost Academic Programs: ___________________________ Date: __________________

Date approved course request transmitted to RECORDS OFFICE: ___________________________ (Revised 12/05/00)
Catalog Course Description Guidelines

1. The catalog description should begin with the department identifier and a number that has been approved by the registration office. (e.g. CONS 576). Consider whether this course is part of a series. If it is, you may want to use the same number for several courses and differentiate between the courses with different letters (e.g., CONS 582A Advanced Choral Conducting Technique, CONS 582B Advanced Choral Conducting-Style, etc.). Please call the Records Office at x1119 to verify that the number you are considering has not been used previously.

2. The title of the course should be concise, descriptive and in the style of other courses offered by the department or division.

3. The amount of course credit should be indicated, as a rule with one credit hour representing 50 minutes of class contact time, 2 hours necessitating 100 minutes and 3 hours requiring 150 minutes of instruction per week for a 15-week semester or equivalent total minutes. Practicum and directed research courses contact hours may differ depending upon the unit, but may not be less.

4. The entire course description including prerequisites should be limited to a maximum of 100 words.

   The course description should be written in third person, not first person. The style of the course description should match the descriptions of companion courses. It should contain complete sentences and proper grammar and spelling! The course description should be in present tense and focus on the general subject matter rather than listing specific topics. It should not include student responsibilities or assignments and should not make references to the names of instructors. In addition, the course description should address the following issues—

   • Is the course limited to majors of a particular degree program?
   • Is the course repeatable for credit?
   • Are there special instructions for how to enroll in the class?
   • Does the class require concurrent enrollment in another course?
   • Is the class part of a series?
   • Is the course offered on a limited basis, for example, winter semesters only.
   • Is the course cross-listed or also offered as another number?

   The following fictional example is a good model of a course description using these guidelines:

   CONS 578B Advanced Ethnomusicology-Western Africa (3). This course addresses the choral and instrumental traditions of Cameroon, Ghana, Morocco, and Senegal as well as the social importance of music in various cultures. It is limited to graduate music history majors and must be taken concurrently with CONS 307D World Music Ensemble. The course is offered in winter semesters only. Prerequisite: CONS 578A.

5. As indicated from the previous example, the description should conclude with a list of prerequisite(s) for the course (e.g., Prerequisite: CONS 213B).