Undergraduate Course Approval Supplemental Form

\*A complete syllabus is required to answer the questions on this form.

A supplemental form is required for new courses and approved courses with major revisions; change in number of credits; general education courses; and reactivation with new instructors. Online and telecast courses require an additional supplemental form.

# Section I

Sponsoring Agency: Click here to enter text.

Course Number: Click here to enter text.

Catalog Title: Click here to enter text.

1. Are you proposing a major revision to an existing course? Enter yes or no.

If yes, list the current approved general education (GE) designation (if applicable):

Click here to enter text.

1. List the expected resource requirements, including course support and specialized facilities for divisional review.

Click here to enter text.

1. If applicable, justify any prerequisites, corequisites, or enrollment restrictions proposed for the course. For prerequisites or corequisites sponsored by other departments, please provide written evidence of consultation with those departments.

Click here to enter text.

1. Final examinations are required of all undergraduate courses unless CEP approves an alternate method of evaluation (e.g. a portfolio of work; a final essay; a collaborative final project, such as an exhibition or production). Note: final papers in lieu of final examinations must be due during final examination week, and not before. If the course does not have a final examination, indicate the alternative method of evaluation.

Click here to enter text.

1. Is this a proposal or a change to a Disciplinary Communication (DC) course? Enter yes or no.

If yes, please note that proposals for new or revised Disciplinary Communication courses will be considered within the context of the approved DC plan for the relevant major(s). If applicable, please complete and submit:

* [Disciplinary Communication Statement Form for new proposals](http://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication-statement-form.doc)
* [Disciplinary Communication revisions to approved plans](http://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication-approval-revision.doc)

# Section II

Please refer to the section heading in your syllabus when answering these questions.

1. Have you submitted a complete syllabus? Enter yes or no.
2. Which section of the syllabus clearly states the learning outcomes that you ascribe to the course?  
   Click here to enter text.
3. Does the syllabus clearly state what material will be covered on a weekly basis? Enter yes or no.
4. Which section of the syllabus clearly states how the instructor will determine a student’s final grade and how each element of the final grade will be weighted?

Click here to enter text.

1. Which section of the syllabus clearly states how many hours the student is expected dedicate to activities such as lectures, sections, reading and writing assignments, examination preparation, and field trips? (Remember that Systemwide Senate Regulation 760 specifies that one academic credit corresponds to three hours of work per week for students during a 10-week quarter. This means that the average workload for a 5-credit course is 15 hours per week.)

Click here to enter text.

1. Are you also proposing that this course carry a GE designation? Enter yes or no.

If no, please submit this supplemental form and the syllabus.

If yes, please complete the relevant GE supplemental form (links below), and submit this supplemental form, the GE form, and the syllabus.

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| General Education Supplemental Forms | | | | | | |
| [CC Cross-Cultural Analysis](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/CC.docx) | [ER Ethnicity and Race](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/ER.docx) | [IM Interpreting Arts and Media](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/IM.docx) | [MF Mathematical and Formal Reasoning](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/MF.docx) | [SI Scientific Inquiry](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/SI.docx) | [SR Statistical Reasoning](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/SR.docx) | [TA Textual Analysis](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/TA.docx) |
| [PE-E Environmental Awareness](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PE-E.docx) | [PE-H Human Behavior](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PE-H.docx) | [PE-T Technology and Society](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PE-T.docx) | [PR-C Creative Process](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PR-C.docx) | [PR-E Collaborative Endeavor](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PR-E.docx) | [PR-S Service Learning](http://registrar.ucsc.edu/forms/facultystaff/courses/GEs/PR-S.docx) |  |