

# UNT Dallas- Course Add/Change Request Form

New Course

Course Change

Effective:

Department: \_\_\_\_\_

School: \_\_\_\_\_

Faculty Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Course Prefix: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Level: \_\_\_\_\_

CIP Code: \_\_\_\_\_

TCCNS Number (if applicable): \_\_\_\_\_

Semester Credit Hours: \_\_\_\_\_

Lecture Contact Hours: \_\_\_\_\_

Lab Contact Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Short Course Title: \_\_\_\_\_

Topics Course? Yes No

Can be repeated for credit as topics vary? Yes No

Maximum total # of hours allowed: \_\_\_\_\_

Catalog Description (maximum of 40 words):

Prerequisite(s):

The proposed/revised course is a requirement of: Major: \_\_\_\_\_ Minor: \_\_\_\_\_

If course is to be cross-listed, indicate below crosslisted course information:

Department: \_\_\_\_\_ Course Prefix/Course Number: \_\_\_\_\_

The safety category for this course is:

(See Course Add/Change form instructions for safety category descriptions).

Justification for adding/changing course:

**\*\*New Course Requests MUST attach a syllabus containing 1) course learning outcomes, and 2) evaluation methods.**

This is to certify that (1) a careful evaluation has been made of the course offerings of this and other departments and no duplication will occur as result of this course, and (2) all departments have been consulted which may be major sources of students for the course and/or have major or minor degree programs that could be affected by adding/changing this course.

Course Developer: \_\_\_\_\_

**APPROVED:**

School Curriculum Committee Chair:

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Dean of School:

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University Curriculum Committee Chair:

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Provost:

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