Draft Course Template

Effective Term:

Subject Code:

Catalog Number:

Course Level (undergraduate, graduate, etc):

Justification *(reason for the request)*:

Short Course Title (23 characters):

Long Course Title (100 characters):

Description (~100 words):

Cross-Listed Courses (*Ensure they’re the same level – 1000, 2000, etc.)*:

Minimum Credits: Maximum Credits *(can be the same as Min)*:

Can the course be repeated for additional credit (Y/N):

Allow Multiple Enroll in Term (for Special Topics):

Grading Basis (Graded, In progress):

Component (Lecture, Lab, Seminar etc.):

Requisite Guidelines:

* *Wording “Prerequisites”, “Corequisites”, or “Recommended Prerequisites/Corequisites” should always begin the section.*
* *Any letter grades should be surrounded by quotation marks. i.e. “C-“.*
* *If multiple requirements are required they should be joined with the word ‘AND’ in capital letters. i.e. “B-“ or better in ACCTG 1010 AND ACCTG 1020.*
* *If students are able to choose between multiple requirements, they should be joined with the word ‘OR’ in capital letters. i.e. “B-“ or better in ACCTG 1010 OR ACCTG 1020.*
* *Groups of requirements should be surrounded by parentheses. i.e. (“B-“ or better in (ACCTG 1020 AND ACCTG 1021)) AND (“C” or better in (BUS 1010 OR BUS 1020)).*
* *Should always end with a period.*

Required Pre/Co Requisites *(these are programmed into Peoplesoft and restrict registration)* (limited to 250 characters):

Recommended Pre/Co Requisites:

Semesters Typically Offered:

Can/will course be offered Online (Y/N):

Can any part of course be completed outside Utah (Y/N):

Is this course part of a licensure program:

Course Learning Outcomes and Assessments:

Sample Syllabus attached.