To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls  

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls  

October 6, 2011  

RE: UWRF Faculty Senate Motion 2011-2012/34  

At the October 6, 2011 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2011-2012/34 was passed and it is effective immediately. This motion is forwarded to you for your action.

Motion from the University Curriculum Committee (Lowell McCann, Chair) to approve a revision to the official course proposal form. (Note: see attached form).

Approved  

Disapproved  

Dean Van Galen, Chancellor  

10/17/11  
Date
COURSE PROPOSAL
UNIVERSITY OF WISCONSIN-RIVER FALLS

Course submission sequence: Undergraduate only – College Curriculum Committee then UCC
Graduate only – Graduate Council then UCC
Slash courses – College Curriculum/Graduate Council then UCC

Department Name: 
Subject Code: (e.g., ART, ENGL, CJ)
Course Number: 
Credits: 
Course Title: 
Abbreviated course title (maximum of 25 characters): 
Level: □ Undergraduate □ Graduate □ Both

Check all that apply:
□ New course
□ Change in course number Previous number: 
□ Change in number of credits Previous credits: 
□ Change in course title Previous title: 
□ Change in prerequisites Previous prerequisites: 
□ Change in catalog description (If checked, include old catalog description in Item 3, page 2.)
□ Change in course content (If checked, describe the changes in Item 2, page 2.)
□ Proposed for General Education: (If checked, attach Appendix GE)
□ CW □ CS □ CA □ SB □ HF □ M □ S □ SL □ MD □ HW □ EC
□ Proposed for University Requirement of: (If checked, attach Appendix GP and/or ACD)
□ Global Perspective □ American Cultural Diversity
□ Study abroad course (must have a letter of recommendation from the International Programs Committee)
□ Other: 

First offering of the new/revised course will be: ______ (term/year)
Check one: □ Permanent Course □ Temporary Course ______ (term/year to be offered)

Class hours per week:
Lecture: ______ (1 hour / week = 1 credit)
Laboratory: ______ (2-3 hours/ week = 1 credit)
Discussion: ______ (1 hour / week = 1 credit)
On Line: ______ (14 hrs / semester = 1 credit)

Prerequisites: (Not permitted for General Education courses.)
The prerequisites listed here will be added to the course description in the catalog.
Undergraduate: 
Graduate: 

Is the course repeatable for credit?
□ Yes □ No If yes, maximum credits: ______ and/or maximum attempts: ______

Grading format: □ Letter Grades □ Pass/Fail

Relationship of this proposal to the departmental major/minor or program:

<table>
<thead>
<tr>
<th>Relationship of this proposal</th>
<th>Undergraduate Major(s)</th>
<th>Undergraduate Minor(s)</th>
<th>Graduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Allowed Elective</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Clarification: 
Proposal Prepared by: ____ Date of Proposal: ____
Please complete the following:

1. Duplication
   a. State whether or not there is any possible overlap or duplication of course material between this course and existing programs within your college or within the University.
   b. Please list the departments with whom you have consulted and attach letters from those departments.

2. Briefly explain the need for this course (new courses) or the changes in this course (existing courses).

3. Catalog description including term(s) offered (F = Fall, W=Winter, Sp = Spring, SS = Summer). Maximum of 50 words please:

4. Course objectives:

5. General teaching procedure/methodology:

6. Evaluation procedures to be used: (If no final exam is planned, written permission of the Dean is required.)

7. What distinction is made between the requirements and/or performance for undergraduate and graduate students?

8. Outline of course content: (Outline must be sufficiently detailed to clearly indicate content of the course. Attaching a sample syllabus is recommended.)

9. Recommendations of materials to be added to the library collections:

10. List those books to be obtained from the Textbook Library: (Include complete citation)
11. List those books to be purchased by the students:

12. Estimated cost to student for materials, supplies, etc:

$ 

13. Does this course reflect any human relations components as identified in the Administrative Code of the Department of Public Instruction?

☐ Yes  If yes, please complete Appendix A.
☐ No   If no, Appendix A may be omitted.