University of Colorado **Denver**

CU IN THE CITY

Intro Block

This form must be submitted by a CLAS chair or director. If you are submitting on behalf of someone in that role, please have the approving individual send an email to CLAS.EPCC@ucdenver.edu indicating their approval of this request.

I acknowledge/confirm that my department and I have made an effort to diversify the teaching materials, resources and methods to represent diverse perspectives in this syllabus and course, as much as possible. We ensure that it includes authors from marginalized groups, when possible, so that students are exposed to scholars and practitioners from across the discipline/ field of study, inclusive of race, gender, class, sexual orientation, ability, ethnicity or other identities.*

○ Yes

○ Other

Please Explain

Basic Course Information

Course Subject/Prefix*

Course Number*

Effective Term*

[⌄]

Was this course previously offered as a special topics course?*

○ Yes

○ No

Which Special Topics course did this previously belong to (Subject and Course Code)

[   ]

Is this a special topics course?*

○ Yes

○ No

Detailed Course Information

"Unofficial" Course Title (100 characters, will show in the catalog)*

"Official" Course Title - (29 characters, for transcripts)*

Course Description *(note that per RO policy, course descriptions should stay around 40 words)**

Prerequisites, Corequisites, and Restrictions

Add Consent?*

○ No Consent
○ Department Consent
○ Instructor Consent

Credit Hours (for variable credit courses, please use the following format with a dash, ex: 1-3)*

[   ]

Is this course repeatable for credit*

○ Yes
○ No

Total completions allowed

[   ]

Total credits allowed

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Grading Basis*

○ Letter Grade
○ Pass/Fail
○ Other

Please describe the grading basis

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Course Components

What is the course component?*

☐ Lecture
☐ Lab
☐ Internship
☐ Independent Study
☐ Recitation
☐ Clinical
☐ Discussion
☐ Dissertation

- [ ] Field Studies
- [ ] Main Lab Section
- [ ] Practicum
- [ ] Private Instruction
- [ ] Research
- [ ] Seminar
- [ ] Studio
- [ ] Other

Primary Instruction Mode*

[▼]

When will the course typically be offered (select all that apply)*

- [ ] Fall
- [ ] Spring
- [ ] Summer
- [ ] Every other year
- [ ] Other

Please describe

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Print in catalog?*

Note that checking "No" means the course won't show in the catalog. Select this if you want to hide a course from the catalog.

○ Yes
○ No

Miscellaneous Course Information

Please give a numbered list of each learning outcome and its corresponding assessment to measure each outcome as listed in the syllabus.

NOTE: If the course will be cross listed as undergraduate/graduate, differing learning outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated in the syllabus to distinguish them from undergraduate outcomes, assignments, requirements, and metrics. Courses which do

not clearly differentiate the undergrad/graduate metrics above will not be approved by EPCC.

Please attach a sample course syllabus that includes the requirements detailed in the CU Denver Campus Administrative Policy. Be sure to clearly outline:

- Course Goals/Outcomes
  - Overall learning objectives
  - Major topics covered and the schedule for covering the content
  - Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)
- Evaluation
  - Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates (dates are optional for EPCC review)
  - Instructor's grading policy
  - Instructor's attendance, participation, and late-work policies. If attendance is part of a student's grade, details in writing are mandatory.

- If the course is a "slash" undergraduate/graduate course, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.
- Course Procedures
  - Materials (required as well as recommended texts, equipment, software, and supplies)
  - Course calendar/schedule
  - Course-related (and/or School/College-related) policies and procedures, (with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes
  - Research/library-related skills needed for successful completion of course

NOTE: If the course will be cross listed as undergraduate/graduate, differing learning outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated in the syllabus to distinguish them from undergraduate outcomes, assignments, requirements, and metrics. Courses which do not clearly differentiate the undergrad/graduate metrics above will not be approved by EPCC.

Does this course (addition/change) have any impact on any other courses?*

○ Yes
○ No

Impact on other programs

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[                                                                ]
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Overlap, duplication, or impact on other courses

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[                                                                ]
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Additional information or details about the course

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Additional Information

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EPCC Information

Explain why this course should be added to your department's offerings.*

(How will this course be applied to the existing degree programs or certificates offered by your department or others? What is the anticipated demand for the course? How often do you anticipate offering this course? Will offering this course require new instructional resources? Please explain. If it is replacing an existing required course, please describe your transition plan for

the two courses. If you are proposing to offer this course as a cross-listed (4000/5000) course, please explain why it must be this way. Please note that approval of this course by the EPCC does not imply or guarantee the availability of instructional resources to offer the course.)

Application toward program requirements - Describe how this course will fit into program requirements and when this will go into effect.*

All undergraduate courses offered through the College of Liberal Arts and Sciences may apply to specified CLAS Graduation requirement areas. Departments and cross-listed partners will need to identify to which area their new courses or revised

courses should apply. The rubrics below are developed by faculty, and can be used to help determine and justify to which graduation requirement area this course should apply:

- Behavioral Science
- Communicative Skills
- Humanities
- Natural and Physical Sciences
- Social Science

Application toward CLAS Graduation requirements - Please refer to the rubrics listed above.*

Note that the "Same as approved" selection will place the course in the area already assigned to the disciplinary category. For example - ANTH courses are listed under Behavioral Science, unless otherwise specified. Selecting "Same as approved" for ANTH xxxx course would put the course into Behavioral Science.

○ Behavioral Science
○ Communicative Skills
○ Humanities
○ Natural and Physical Sciences w/ a Lab
○ Natural and Physical Sciences w/o a Lab

○ Social Science

○ Same as approved disciplinary category

Please upload any letters of support here

Please upload any additional documents here

Does your department intend to submit this new course for inclusion in the CU Denver Core Curriculum?*

Note that courses must be reviewed and approved by the Core Curriculum Oversight Committee (CCOC) after they have been approved by the EPCC. This requires a separate proposal process. Department chairs should consult the submission guidelines provided on the website of the Office of Undergraduate Experiences for details and deadlines. Courses should not be scheduled before the CCOC has approved. Once a course has been approved by the CCOC, the core status is made effective in

the catalog and course inventory and the course can be scheduled.

○ Yes
○ No

Was this course reviewed and approved by your department's curriculum committee?*

○ Yes
○ No

Name - who is submitting this form? *

[   ]

Please enter the email address where you would like a copy of this form sent. *

[   ]

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