

New Course Form Instructions (Syllabus required for all requests)

- Item 1.** Name of department – do not abbreviate.
- Item 2.** Course prefix, course number and complete title of course. Check with Curricular Services to see if the course number is available. The course number may not have been used in the last 10 years.
- Item 3.** Course description must not be more than 50 words long, and consist of short phrases connected by semicolons; use commas to separate a series. *Reference catalog course descriptions for examples.*
- Item 4.** Course numbers of 300 or above require the minimum prerequisite of “Junior or senior classification” and “or approval of instructor” may also be added. If the course is cross-listed, give the course prefix and number. Cross-listed course should be identical, except for the course prefix (and sometimes number). Cross-listed courses require the signature of both department heads.
- Item 5.** A variable credit course is one that students can sign up for with a variable number of credit hours. Check “yes” if this is a variable credit course and give the credit range (i.e., 1 to 3). If this course is not a variable credit course, check “no.”
- Item 6.** If this is a repeatable course, check “yes.” If not, check “no.” If yes, how many times can this course be taken and can it be taken more than once in the same semester?
- Item 7.** If this course has been taught as a 489/689, check “yes.” Fill in how many times it has been taught as a 489/689 and indicate how many students have enrolled each academic semester (i.e., 20-2003A, 13-2003C).
- Item 8.** Fill in either A or B. List on line A only curricula that will require this course. Only indicate undergraduate degree programs for undergraduate courses and graduate degree programs for graduate courses. For electives in various undergraduate degree programs, you may list “undergraduate general academics.”
- Item 9.** Attach appropriate letters of support from departments that are teaching related subject areas.
- Item 10.** Fill in prefix and course number, and short title with no more than 24 letters and spaces (this will appear on the students transcript). Try to use abbreviations that most people will recognize. The short title must be from Item 2, and not a condensed title from the course description. Example, “Introduction to Semiconductor Theory” should not be “Introduction to SC Thry”; instead, make it “Intr to Semiconduct Thry.”

Fill in the lecture and lab **contact** hours, and the semester credit hours (SCH). Examples: For a 3-hour lecture, no lab, and 3 SCH course, fill in 03 for Lect, 00 for Lab, and 03 for SCH. For a 3-hour lecture, 2-hour lab, and 4 SCH course, fill in 03 for Lect, 02 for Lab, and 04 for SCH. **NOTE:** A 1-contact hour lab gives you 0 SCH. There must be 2 or 3-lab contact hours for 1 SCH.

Subject matter content code (CIP Code) should be determined by the department submitting the new course request to make sure the proper subvention funding is obtained for the course. These codes can be obtained from the Texas Higher Education Coordinating Board (THECB) website: <http://www.txhighereddata.org/>. The Associate Director of Curricular Services can assist departments with this process.

The administrative unit number may be found on SIMS screen 125 for an existing course in the department with the same prefix.

The academic year is when the course will appear in the University catalog (i.e., 08-09).

Level refers to course level: 100 = 1, 200 = 2, 300 = 3, 400 = 4, 600 = either 5 or 6, 900 = 7. For example, view an existing course on SIMS screen 125 and reference the level given for that course.

- Approvals.** Appropriate approval signatures must be obtained before submitting the course request to Curricular Services (undergraduate) or Graduate Studies (graduate).

Texas A&M University
Departmental Request for a New Course
Undergraduate ♦ Graduate ♦ Professional

• Submit original form and attach a course syllabus. •

1. This request is submitted by the Department of _____
2. Course prefix, number and complete title of course: _____

3. Course description (not more than 50 words): _____

4. Prerequisite(s) _____ Cross-listed with _____
Cross-listed courses require the signature of both department heads.

5. Is this a variable credit course? Yes No If yes, from _____ to _____.

6. Is this a repeatable course? Yes No If yes, this course may be taken _____ times. Will the course be repeated within the same semester/term? Yes No

7. Has this course been taught as a 289/489/689? Yes No If yes, how many times? _____ Indicate the number of students enrolled for each academic period it was taught. _____

8. This course will be:

a. required for students enrolled in the following degree program(s) (e.g., *B.A. in history*)

b. an elective for students enrolled in the following degree program(s) (e.g., *M.S., Ph.D. in geography*)

9. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. **Attach approval letters.**

10. Prefix				Course #				Title (excluding punctuation)																
Lect.	Lab	SCH	Subject Matter Content Code										Admin. Unit				Acad. Year		FICE Code					
																	-		0 0 3 6 3 2					
																Level								

Approval recommended by:

 Head of Department Date

 Chair, College Review Committee Date

 Head of Department (if cross-listed course) Date

 Dean of College Date

Submitted to Coordinating Board by:

 Dean of College Date

 Director of Academic Support Services

 Date

 Effective Date

Dean of Faculties & Associate Provost Office

Texas A&M University

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Syllabus Requirements

All syllabi must contain:

- Course Title and Number
- Instructor information
- Prerequisite(s)
- Course topics/calendar
- Grading
- List of assignments, tests, etc.
- No statements contrary to University rules regarding attendance, approved absences, etc.
- Textbook and/or resource materials listing
- Americans with Disabilities Act (ADA) Policy Statement
- Academic Integrity Statement

The following two statements must be stated on the syllabus:

Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Services for Students with Disabilities, in Cain Hall or call 845-1637.

Academic Integrity Statements

AGGIE HONOR CODE

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System.

For additional information please visit: <http://www.tamu.edu/aggiehonor/>

Pledge (recommended)

On all course work, assignments, or examinations at Texas A&M University, the following Honor Pledge shall be pre-printed and signed by the student:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

page last revised August 8, 2007



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Minimum Syllabus Requirements

- **Course title, number, and term (e.g., Spring 200X), meeting times and location**
- **Course description and prerequisites** (In addition to material chosen by the instructor, the course description should closely follow the catalog description for the course. In some instances, the course description may include a rationale or context for the subject matter within the discipline. Prerequisites, even if “none”, should be given and these should match the catalog.)
- **Learning outcomes or course objectives [Recommended]**
(Learning Outcome = a statement of what students will be able to do or know upon completion of the course. The outcomes may include competencies developed in the course. Learning outcomes are measurable and define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu/resources/toolkit> and the Office of Institutional Assessment (<http://assessment.tamu.edu/resources>.)

(Course Objectives = articulate the knowledge and skills the instructor wants students to acquire by the end of the course (<http://www.cm.u.edu/teaching/designteach/design/learningobjectives.html>.)
- **Instructor information** (Include name, telephone number, email address, office hours, and office location.) Instructor information not necessarily needed for new course requests.
- **Textbook and / or resource materials**
- **Grading policies** (Policies or grading rules should cover late work, grade assignment and weighting, attendance policy, and make-up guidelines. If a portion of the grade involves qualitative or subjective judgments, include a rubric in the grading scheme that identifies what distinguishes “A” work from “B” work from “C” work, etc. Changing grading policies should occur only under extraordinary circumstances. No statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at <http://student-rules.tamu.edu>.)
- **Course topics, calendar of activities, major assignment dates** (If the course is web-based, you may wish to provide links to academic calendar and final schedule. Avoid conflicts with religious observances. Major assignment due dates and test dates may be included, but should not be changed without notification of all students in the course.)
- **Other pertinent course information relevant to the course (not required)**
- **Americans with Disabilities Act (ADA) Policy Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>.

- **Academic Integrity Statement and Policy** (All syllabi should contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web: <http://www.tamu.edu/aggiehonor>.)

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

It is further recommended that instructors print the following on assignments and examinations:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

[Signature of Student]

Helpful Links:

❖ **Helpful links for syllabus construction**

Academic Calendar	http://admissions.tamu.edu/registrar/general/calendar.aspx
Final Exam Schedule	http://admissions.tamu.edu/registrar/general/finalschedule.aspx
On-Line Catalog	http://www.tamu.edu/admissions/catalogs/
Student Rules	http://student-rules.tamu.edu/
Religious Observances	http://dof.tamu.edu/faculty/policies/religiousobservance.php
Center for Teaching Excellence	http://cte.tamu.edu

Reviewed by University Curriculum Committee, April 2008

Reviewed by Graduate Council, May 2008

Recommended by Academic Affairs Committee, May 2008

Approved by Faculty Senate (FS.26.15), July 14, 2008

Approved by President, August 6, 2008