

2025-2026 New Course Request Form

Institution Name: East Central University

Academic Department Submitting Proposal:

Associated Academic Program:

Which academic program (e.g., Bachelor of Science in Biology) is the new course intended to serve?

Course Prefix:

Existing prefixes *only* are appropriate for this form. If a new prefix is needed, a modification to existing program form is required.

Undergraduate or Graduate: UG GR

Course Level: 1000 2000 3000 4000 5000

Number of Credit Hours: Total hrs. Lecture Lab

The last digit of your course number will match the total credit hours.

Reminder: If a course and its lab are scheduled as separate course sections, then two new course forms will be required. One of the lecture and another for the lab.

Registrar Assigned Course Number:

To be completed by Registrar.

Classification of Instructional Program Code (CIP):

CIP codes provide a uniform means of classifying academic programs and courses. CIP codes were developed by the U.S. Department of Education and are required for various reporting purposes.

Course Title (Long Version):

The long version is limited to 100 characters and will appear in the course schedule. If your course title is 30 characters or less you may only submit a short version.

Course Title (Short Version):

The short version is limited to 30 characters and will appear on the transcript.

Course Description: 700 character limit

Course Learning Outcomes: 1000 character limit

Which of the following are applicable to your course?

Honors Course (HON)		Business Scholar Course (BUSSC)	
Developmental Course (DEV)		Service Learning Course (SL)	
Liberal Arts Course (LA)		Private Music Course (PM)	
General Education Course (GENED) Term (e.g., Fall 2023) approved for Gen. Ed.		Professional Education Course (PE)	

Grade Modality: A-F Letter Grade Pass/No Pass Pass/Fail

Will the course be repeatable? A repeatable course can be taken multiple times for accumulated credit. Subsequent course attempts will not initiate grade forgiveness for prior attempts.

Yes (If yes, how many times may a student repeat the course: Answer:) **A limit is required.*
No

Course Prerequisites: Yes No

Course Prefix Number

Course Prefix Number

Course Prefix Number

Course Prefix Number

Course Corequisite: Yes No

Course Prefix Number

Course Prefix Number

Other Registration Restrictions: *May only apply* to Colleague data fields maintained for active students. Examples include, but are not necessarily limited to, major program, minor program, student organization, instructor consent, and PERC restriction. Desired restrictions listed below are not guaranteed. The registrar will review each request for Colleague system compatibility and coordinate with the relevant department chair prior to the curricular committee receiving the proposal.

Restriction 1:

Restriction 2:

Restriction 3:

Restriction 4:

Resources Required: Will offering the course require additional resources, monetary or otherwise, not currently budgeted/assigned to the academic department? Such resources may include, but are not necessarily limited to, instructional faculty, classroom equipment, lab equipment, online learning tools and campus meeting space. If the course is resource neutral, please provide an explanation in support of this claim. *1000 character limit*

Is the academic department proposing the course aware of other departments that may be impacted?

Yes (If yes, please explain which department/s and the status of any cross-departmental communication that has taken place.)

No

1000 character limit

Will this course count toward a teacher certification program offered through a college other than Education & Psychology?

Yes

No

Will any existing courses be deleted or changed as a result of this new course being added? *1000 character limit*