Undergraduate Course Approval Supplemental Form

A supplemental form is required for new courses and approved courses with major revisions; change in number of credits; general education courses; and reactivation with new instructors. Online and telecast courses require an additional supplemental form.

Sponsoring Agency:

Course Number:

Catalog Title:

1. List the expected resource requirements, including course support and specialized facilities for divisional review. Please note if you are proposing course fees you must also follow your department/division procedure.
2. If this course has prerequisites or corequisites sponsored by other departments, please provide written evidence of consultation with those departments.
3. Is this course required/intended as a prerequisite for another course, i.e., is it part of a sequence for one or more programs? If yes, please submit evidence of consultation with relevant units.
4. Is this course intended as a degree requirement for another degree-granting program? Or is this course intended to be a substitute for another course that is currently a degree requirement in one or more programs? If yes, to either, please provide the relevant details.
5. Are there similar or overlapping courses in existence on campus? If yes, can a student receive credit for both courses?
6. Final examinations are required of all undergraduate courses unless CCI approves an alternate method of evaluation (e.g. a portfolio of work; a final essay; a collaborative final project, such as an exhibition or production). Note: final papers in lieu of final examinations must be due during final examination week, and not before. If the course does not have a final examination, indicate the alternative method of evaluation.
7. Are you also proposing that this course carry a GE designation? If no, please submit this supplemental form and the syllabus. If yes, please complete the relevant GE supplemental form ([from this list](https://registrar.ucsc.edu/forms/facultystaff/courses/GEs/index.html)), and submit this supplemental form, the GE form, and the syllabus.
8. Is this a proposal or a change to a Disciplinary Communication (DC) course? If yes, please note that proposals for new or revised Disciplinary Communication courses will be considered within the context of the approved DC plan for the relevant major(s). If applicable, please complete and submit:
* [Disciplinary Communication Statement Form for new proposals](https://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication.html)
* [Disciplinary Communication revisions to approved plans](https://registrar.ucsc.edu/forms/facultystaff/courses/disciplinary-communication.html)