**College of Nursing: New Course Checklist**

To create a new course in the College of Nursing, send 1) this completed Checklist and 2) the faculty-approved course syllabus – both in Word -- to the Office of Student & Academic Affairs (CON-OSAA@arizona.edu) by or before the deadlines below. Please note: UA departments responsible for course creation require that we follow these submission deadlines. We cannot expedite their process.

**To add a course for Fall or Summer semester, OSAA must receive the request by December 1 of the previous year. To add a course for Spring semester, OSAA must receive the request by July 1 of the previous year.**

**This checklist must be accompanied by and responses below must match the course syllabus.**

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| Items |
| **This course is intended for which level of student?** (Graduate or Undergraduate)type response here |
| **Indicate the course’s academic program, specialty or subplan.** (i.e. DNP-FNP, BSN-IH, new subplan of XXX, etc.)type response here |
| **Is this course part of a new specialty, subplan, certificate or program (yes/no)? If yes, please specify which one.**type response here |
| **Provide course number (if known):**type response here |
| **In which term(s) is this course offered?** copy/paste this ✓ next to as many as apply* Fall
* Spring
* Winter
* Summer
 |
| **For which campus is this course offered?** copy/paste this ✓ next to as many as apply* Main Campus [BSN, MEPN-Tucson, PhD]
* UA Online [RN-MSN, DNP, Certificates]
* Global [Global]
* Distance Campus [BSN-IH]
* Phoenix Campus [MEPN-Phoenix]
 |
| **Is this course co-convened – offered to both graduate and undergraduate level students (yes/no)?** * Co-convened with existing course or new course: type response here
* Co-convened subject and course number:type response here
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| **Is this course cross-listed – also offered by a different college (yes/no)?** * Cross-listed with existing course or new course: type response here
* Cross-listed subject and course number:type response here
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| **Does the course require a pre-requisite (yes/no)?** **If yes, please provide narrative.** (i.e. students must complete NURS200 before enrolling in NURS201)type response here |
| **Does the course require a specific co-requisite (yes/no)?** **If yes, please provide narrative.** (i.e. students must complete NURS200 during the same term they complete NURS201)type response here |
| **Is the course restricted to specific degree program or subplan (yes/no)?** **If yes, please provide narrative.** (i.e. students must be enrolled in the DNP-AGACNP Certificate Program before enrolling in this course)type response here |
| **Short Course Title** [30 characters or fewer, including spaces]type response here |
| **Long Course Title** [100 characters or fewer, including spaces]type response here |
| **Course Description**type response here |
| **First term in which the new course should be available.** (i.e. Fall 2021, Summer 2023, etc)type response here |
| **Main instructor(s) associated with this course.**type response here |
| **Student Learning Outcomes.** (minimum of 3 required – must match the outcomes on the syllabus)type response here |
| **Course Textbook(s).** (must match syllabus)* ISBN Number:type response here
* Title:type response here
* Author:type response here
* Edition:type response here
 |
| **Course Attribute(s).** (i.e. General Education, Honors Course, Special Exam, Writing Emphasis, etc.)type response and narrative here |
| **Minimum units offered:** type response here |
| **Maximum units offered:** type response here |
| **Grading Basis.** [(Reference UArizona Grades and the Grading System)](https://catalog.arizona.edu/policy/grades-and-grading-system) copy/paste this ✓ next to one answer only* Alternative Grading: ABCDE/SP
* Alternative Grading: S, P, F
* Clerkship: S, HP, P, F
* Elective: Pass/Fail
* Multi-Term Course: not graded
* Pass/Fail
* Regular Grades A – E
* Student Option ABCDE/PF
 |
| **Repeat for credit (yes/no)?** **If yes, how many times?**type response here |
| **Course Component.** copy/paste this ✓ next to one answer only* Colloquium
* Independent Study [education conducted at a clinical site, i.e. clinical rotations]
* Lecture [provide narrative if course requires associated Lab or IndStdy sections)
* Laboratory [education conducted at UA in a lab setting]
* Practicum [please provide short narrative]
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| **Final Exam (yes/no)?**type response here |
| **Does this course replace a previous course (yes/no)? If yes, which course(s)?**type response here |
| **Is proposal of this course associated with a new hire (yes/no)?**type response here |
| **If no new hire and no course deletion, explain what adjustments will be made in current faculty teaching assignments. [provide narrative]**type response here |
| **Do you intend to add a course fee? If yes, provide narrative, include fee amount.**type response here |
| **Provide narrative (100 words or fewer) explaining what programmatic need this course satisfies: required or optional in what undergraduate or graduate majors, minors or certificates.**type response here |
| **Field Trip(s) (yes/no)?** **If yes, please provide narrative.**type response here |
| **Targeted Projected Enrollment.** |

**The following questions are for Success Courses Only: Please provide details.**

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| **For whom is the course designated (which students targeted, IE Undergrad, Graduate) –** type response here |
| **Is the course required for Targeted Students? Y/N** type response here |
| **Please explain how the course satisfies the criteria below:** |
| **\*Self-Exploration and development:** type response here |
| **\*Major Exploration:** type response here |
| **\*Preparation for careers or graduate school:** type response here |
| **\*Tools that can help students succeed in their major:** type response here |