**University of Arkansas for Medical Sciences**

*Office of the University Registrar*

**Academic Catalog New/Retired Course Approval**

*Revised 1-15-2021*

This form should be used for new courses and course retirements, and must include appropriate signatures for processing. If a course addition will change the curriculum for one or multiple degree plans, please submit an updated curriculum template for each degree program affected. *Please submit a copy of the syllabus with this form*.

**Course Changes and Additions Submission Timeline**

Spring Semester: September 1st (preceding calendar year)

Summer Semester: February 1st (same calendar year)

Fall Semester: February 1st (same calendar year)

This request is for a: New Course [ ]  Course Retirement [ ]  (skip to p. 4)

College: *Choose an item.*

Department/Program: *Click here to enter text.*

Course Title: *Click here to enter proposed course title*

Course Description: *Limit course description to 300 characters*

Course Learning Outcomes (Attach document or enter text here): *Click here to enter text.*

Course Instructor: *Click here to enter text.*

Course Instructor Email: *Click here to enter email.* Course Instructor Phone: *Click here to enter phone number*

Additional Instructors: *Click here to enter additional instructor names and email addresses*

*Click here to enter additional instructor names and email addresses*

*Click here to enter additional instructor names and email addresses*

**GENERAL COURSE INFORMATION**

First term course will be offered: Fall [ ]  Spring [ ]  Summer [ ]

First year course will be offered: *Click here to enter text.*

Meeting dates follow the standard UAMS semester? Yes [ ]  No [ ]

Number of Weeks the Class Meets: *(i.e. 16 weeks)* Number of Classes per Week: *(Three times a week)*

Number of Hours of Instruction per Class Instance: *(i.e. A 16 week class meets three times a week for 1 hour each instance)*

Grading Basis: *Click to select*. Number of Units: *Choose an item.*

If Variable Credit, list the maximum number of units: *Choose an item.*

Justification of Credit Hour Assignment. Please attach or type below the justification for assignment of credit hours. See UAMS Academic Affairs Policy 2.1.5, *Assignment of Credit Hours for Education Programs*, for more information.
 *Click here to enter text.*

Component Type: *Select Component Type*

Repeat for credit? Yes [ ]  No [ ]

If yes, limit to number of enrollments allowed per student: *Click here to enter max enrollments.*

Preferred Catalog Number: *Click here to enter text.*

\*Note: Preferred Catalog Numbers are not guaranteed to be used.

**ENROLLMENT CONTROLS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREREQUISITES** Subject Area Catalog # Course Title Course ID (if known)

|  |  |  |  |
| --- | --- | --- | --- |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |

**CO-REQUISITES** Subject Area Catalog # Course Title Course ID (if known)

|  |  |  |  |
| --- | --- | --- | --- |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |
| *Subj. Area* | *Catalog #* | *Course Title* | *Course ID* |

Please list any other non-course prerequisites attached to this course (e.g. minimum GPA, exam, year in program)*Click here to enter text.* Minimum Number of Students to Enroll: *Click to enter number*Maximum Number of Students who may Enroll: *Click to enter number*Is enrollment in this course limited to certain groups of students (i.e. PhD students only)? Yes [ ]  No [ ]  Please describe enrollment limits by groups: *Click here to enter max enrollments.*Is advisor or instructor consent required for students to take this course? *Choose an item.* |

**INSTRUCTION MODE**

Please provide information about the first semester this course will be offered. You will have the opportunity to change this information if this form is provided prior to the last date for scheduling requests.

**INSTRUCTION INFORMATION**

Instruction Mode*: Choose an item.*

FOR ONLINE COURSES ONLY: Will this course be offered to students out of state? Yes [ ]  No [ ]

Please select all locations where this course will be taught:

 Main Campus [ ]  Northwest Campus [ ]  UAMS Southwest [ ]  Other [ ]

If “Other” Location, please describe: *Click here to enter text.*

**EXAM AND PROGRESSION**

Will the course have a final exam? Yes [ ]  No [ ]

Will the final exam occur during the normally scheduled course time? Yes [ ]  No [ ]

Is there a minimum grade required for the student to progress? *Choose an item.*

**ADDITIONAL INFORMATION**

Are any degrees affected by this course addition? Yes [ ]  No [ ]

If “Yes,” please list all degrees affected by this change: *Click here to enter text.*

**Does this course address/include:**

Service Learning[[1]](#footnote-1): Partially [ ]  100% [ ]  Does not address [ ]

 Inter-professional Education[[2]](#footnote-2) (IPE) Partially [ ]  100% [ ]  Does not address [ ]

 Cultural competency[[3]](#footnote-3) Partially [ ]  100% [ ]  Does not address [ ]

 Patient-Family Centered Care[[4]](#footnote-4) Partially [ ]  100% [ ]  Does not address [ ]

 Interdisciplinary Education[[5]](#footnote-5) Partially [ ]  100% [ ]  Does not address [ ]

**ADDITIONAL INFORMATION:**

*Click here to enter text.*

**COURSE RETIREMENT ONLY – Course Additions and Changes can skip to pg. 5**

College: *Choose an item.*

Department/Program: *Click here to enter text.*

Course Title: *Click here to enter the current title.*

Catalog Name and Number: *Click here to enter text.*

Course ID (if known): *Click here to enter text.*

What semester and year will this course be retired? *Click here to enter text.*

Are any degrees affected by this course retirement? Yes [ ]  No [ ]

If “Yes,” please list all degrees affected by this change (updated Curriculum Templates for any degree that will change as a result of this retirement are required to be submitted to the Office of the University Registrar):

*Click here to enter text.*

**ADDITIONAL INFORMATION:**

*Click here to enter text.*

**APPROVALS**

Form will not be processed without all required signatures.

 Enter Course Instructor Name

Course Instructor Signature

 Enter Associate Dean Name

Associate Dean Signature

 Enter Name

Other Required Signature

Today’s Date: *Click here to select date.* Preparer’s Name: *Click here to enter name*

Preparer’s Email: *Click here to enter email address*

**Please submit this form and a copy of the syllabus to:**

Office of the University Registrar

**Email:** registrar@uams.edu

**Mail Slot #767**

Questions? 501-526-5600

***Office use only*** **Notes/Follow-up:**

Received:

Syllabus Received:

Entered into GUS [ ]

Entered into Schedule of Courses [ ]

Curriculum Registrar Initials:

Schedule Registrar Initials:

1. A structured learning experience that combines community service with preparation and reflection. Students engaged in service-learning provide community service in response to community-identified concerns and learn: the context in which the service is provided, the connection between their service and their academic coursework, and their roles as citizens. [↑](#footnote-ref-1)
2. Defined as students of two or more professions engaged in learning with, from and about each other. [↑](#footnote-ref-2)
3. An ability to interact effectively with people of different cultures and ethnic backgrounds. Comprises four components: Awareness of one's own cultural worldview, attitude towards cultural differences, knowledge of different cultural practices and worldviews, and cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures. [↑](#footnote-ref-3)
4. An approach to the planning, delivery, and evaluation of health care that is grounded in mutually beneficial partnerships among health care providers, patients, and families. It redefines the relationships in health care. The core concepts include: Dignity and respect, information sharing, participation, and collaboration. [↑](#footnote-ref-4)
5. Defined as the degree to which individuals have the capacity to obtain, process and understand basic health information and services need to make appropriate health decisions. [↑](#footnote-ref-5)