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.

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
    o Fall
    o Spring
    o Winter
    o Summer

For which campus is this course offered? copy/paste this ✓ next to as many as apply
    o Main Campus [BSN, MEPN-Tucson, PhD]
    o UA Online [DNP, Certificates]
    o Global [Global]
    o Distance Campus [BSN-IH, MEPN-Gilbert]
    o Phoenix Campus

Is this course co-convened – offered to both graduate and undergraduate level students (yes/no)?
    o Co-convened with existing course or new course: type response here
    o Co-convened subject and course number: type response here

Is this course cross-listed – also offered by a different college (yes/no)?
    o Cross-listed with existing course or new course: type response here
    o Cross-listed subject and course number: type response here

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

Explain the associated values for Course Equivalency or Mutually Exclusive Courses: (This is for shared courses only)

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) copy/paste this ✓ next to one answer only
- o   Alternative Grading: ABCDE/SP
- o   Alternative Grading: S, P, F
- o   Clerkship: S, HP, P, F
- o   Elective: Pass/Fail
- o   Multi-Term Course: not graded
- o   Pass/Fail
- o   Regular Grades A – E
- o   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
- o   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]

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.

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