



## COURSE TRANSMITTAL FORM

FIRST NAME

LAST NAME

STUDENT ID # (SEVEN DIGITS)  NETID  PHONE

EMAIL

Create New Course (complete entire form)  Revise Existing Course (complete 1, 8 & revisions)  Inactive Course (complete 1 & 8)

1. Term in which the course or the change will become effective

2. Short Title   
(30 characters or fewer)

3. Full Title   
(100 characters or fewer)

4. Consent  Instructor  Department  None  
(check one)

5. Grading Basis  Graded  S/U  Other   
(check one) (explain grading basis)

6. Number of units  or variable from  to  units

7. Repeatable for credit?  Yes  No

If yes: Total units allowed

Total completions allowed

Allow multiple enrollments in same term?  Yes  No

8. Subject area  Assigned catalog number

9. Is this course a successor to an existing course?  Yes  No

If yes please provide subject area  and catalog number



**10. Separately scheduled course components (choose all that apply)**

Component	Primary component (choose only one)	Graded component (yes/no)	Section size (enrollment)	Weekly class time (hours)	Final exam (Yes/No)
Lecture					
Laboratory					
Discussion					
Seminar					
Practicum					
Clinical					
Field studies					
Independent study					

- 11. Attributes**      \_\_\_\_\_ Off-campus course (location: \_\_\_\_\_ )  
                                  \_\_\_\_\_ Year-long course

**12. Course description**

**13. Course equivalency**

Course subject

Course number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. Prerequisites and enrollment requirements**

Prerequisite courses

Course subject

Course number

Course 1:	_____	_____
Course 2:	_____	_____
Course 3:	_____	_____

Enrollment requirements

**15. Course topics**  
(if applicable)

Topic (section) number	Title	Repeatable (yes/no)

**16. Approval record**

Please send the URL for the documenting curricula and course committee minutes (if available on the web) or attach the documents and send this form via e-mail to [gradit@uconn.edu](mailto:gradit@uconn.edu). You may also send a hard copy to the Graduate School.