



Curriculum Review Committee

Curriculum Manager (Assistant Registrar): 775-753-2279 email: curriculum@gbcnv.edu

New Course Form Instructions

Please note, the New Course Form is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format. One course per form.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair has signed before you submit the form to the Curriculum Manager at curriculum@gbcnv.edu.**

SECTION 2: New Course Information

Effective Term: The first term the course will be offered (example: Fall 2021).

Course Title: (Example: EDSP 441 course title is "Characteristics and Inclusive Strategies for Students with Mild and Moderate Disabilities". If applicable, the abbreviated version for transcripts is "Chars/Strat Mid/Mod Disab.") The course title must match the common course numbering form and the syllabus. **(Please note, if your course title is exceptionally long, there must be an abbreviation of 30 characters or less, that would be appropriate for transcripts and the printed schedule).**

Discipline, Prefix, and Course Number: Include discipline (Special Education), prefix (EDSP), and course number (441). Please check the common course numbering website for existing course information <https://www.nevada.edu/ir/ccn.php>.

(Please note; if prefix or discipline is not already present in common course numbering, it needs to be approved by the system office first. Must include CIP code. (Please see the Curriculum Manager for clarification).

General Education course: If this is a new General Education course, it must go through the General Education Committee for approval **prior** to being submitted to the Curriculum Manager.

Cross-listed with another course: For cross-listed courses the prefix and number can differ, but the title, credits, and content should be identical. The original course must be retained in the GBC course catalog in addition to the new course information.

Grading Basis: (A-F or S/U)

Credits: A fixed credit course will always be offered for the same number of credits. Variable credit courses can be offered between the specified minimum to maximum range.

Repeatability:

- **Non-repeatable:** A student may earn credit(s) for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.
- **Repeatable Credits:** If a course is repeatable up to 6 credits, then the GPA will reflect the earned grade each time they take the course until they have completed 6 credits. If the student takes the course for more than a total of 6 credits, the additional credits will not be counted towards the GPA.
- **Repeatable Completions:** If a course is repeatable up to 3 times (completions), then the GPA will reflect the student taking the course up to 3 times, and the additional completions will not be counted towards their GPA.

Transferability:

- Select TRANSFERABLE if this course is transferable for any NSHE baccalaureate degree.
- Select NON-TRANSFERABLE if this course cannot be used for an Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science (courses formerly known as “B” courses).

Prerequisites: List all prerequisites and indicate AND or OR between each requirement (example: Must have completed ENG 95 or ENG 97 and MATH 126E or satisfactory placement scores).

Corequisites: List all corequisites and indicate AND or OR between each requirement (example: Must be admitted into Teacher Education Program and be taking EDSC 315).

Department consent required: If yes, then student will not be able to enroll via self-service until special permission is given by the department.

Catalog Description: Must be identical to the catalog description in the syllabus.

Program requirement Course: Mark YES; if the course will be used to satisfy a program requirement or elective. List the individual program(s) here. (Please note: all affected programs must submit their own, individual program change form to the Curriculum Review committee in order to appear in the catalog).

SECTION 3: Approvals

- The electronic Curriculum Review Committee form and scanned supporting documents must be submitted to the Curriculum Manager for review first. **Do not submit directly to Curriculum Review Committee Chair.**
- The Curriculum Review Committee form must include signatures from submitter, Department Chair, and then **submitted to the Curriculum Manager via email to curriculum@gbcnv.edu.** Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Curriculum Manager will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Curriculum Manager will contact the submitter and Curriculum Review Committee Chair to be included in the next available meeting agenda.
- Tutorial on creating a Digital Signature in Adobe. Use the link below for this one time set up.
<https://helpx.adobe.com/acrobat/using/digital-ids.html>

All completed forms and supporting documents must be submitted via email to curriculum@gbcnv.edu.