NEW COURSE REQUEST FOR A DEPARTMENTAL COURSE
(For courses with a department course subject code.)

Complete New Course Request Form
Fill in and print the New Course Request Form¹; please do not fill in a blank form by hand.

Is it a one-time course (e.g. offered by visiting faculty or post-docs)?
- Check the Yes box on the form to indicate this is a one-time course
- Use department Special Topics course number 238, 477, 677, as appropriate for the level of the course. All departments will use these numbers for one-time courses; each new one-time course is created as a new section of the Special Topics course.
- The title of the course will appear in online registration and on the student transcript. Students may take a Special Topics course with the same subject code and number more than once, since the section titles will vary and will appear on the transcript. These courses do not replace or displace existing Special Topics courses; they are specifically for courses that will be taught only once.
- Deadlines for receipt by your DEAN:
  - For Fall semester courses - August 1
  - For Spring semester courses - December 1

If the course will be taught on a recurring basis
- Check the No box to indicate that it is not a one-time course.²
- Deadlines for receipt by your DEAN:
  - For fall semester courses - March 1 (for new faculty hires, August 1)
  - For spring semester courses - October 1

If the course will be cross-listed, identify the Lead Department that must be consulted about any subsequent changes to the course.

Page 2 of the form contains requests for expanded information about the new course. Illustrative completed forms for different schools are available on the Registrar’s webpage

Required Signatures
Required Department Signatures:
- Department Director of Undergraduate Studies or curriculum committee chair
- Department chair

These signatures attest that the completed form has been reviewed by the department for appropriate contributions to the curriculum and program learning objectives, appropriate faculty oversight of courses

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¹ This form incorporates significant revisions and is now separate from the form for changing/inactivating a course. Procedures for changing a course remain the same as before.
² Course will be created with a new course number, which will be unavailable for re-use for another course with different content for a period of seven years, even if you subsequently inactivate the course (this is the current policy of the OTR and it will continue).
conducted mainly off-campus (e.g., internships and practicums) and any other issues regarding course and curriculum quality.

Additional signatures required:
- Dean
- School Course Review Committee (SCRC) Chair\(^3\) (the dean will move the form to the SCRC Chair)

**SCRC Review**
- **For a one-time, Special Topics course numbered 238, 477, or 677** there is no SCRC review, but the signature of the SCRC chair is still required.
- **For a recurring course**, the SCRC will review requests within 10 working days of the October 1 and March 1 deadlines; the SCRC chair will sign approved course request forms.
  - The SCRC review is limited to consideration of credit hours awarded for the course, given the contact hours, work, and assessment information provided on the course request form. These should be consistent with the minimum standard for the particular type of course as illustrated in the draft Guidelines, available at https://registrar.rice.edu/facstaff/courseprocess/.
    - Draft Guidelines are a work-in-progress and will be revised in view of feedback received after initial use this semester.
  - Review of course content, subject matter, methodology is excluded; those are the responsibility of the department.

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\(^3\) A School Course Review Committee (SCRC) will be created in each school, composed of Directors of Undergraduate Studies (or another curricular representative chosen by each department), and the Dean of the school, *ex officio.*
<table>
<thead>
<tr>
<th>Course School</th>
<th>Course Department</th>
<th>Department Description</th>
<th>Subject Code</th>
<th>Subject Description</th>
<th>Designated Course Review Committee</th>
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</tbody>
</table>

**Dean of Undergraduates**

**School of Business**

**School of Architecture**

**School of Continuing Studies**

**School of Engineering**

**School of Humanities**

**School of Natural Sciences**

**School of Social Sciences**

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Course subject codes and their corresponding review committees. Shading indicates extra-departmental subject codes.