



NEW COURSE REQUEST FOR AN EXTRA-DEPARTMENTAL COURSE

(For courses with an extra-departmental course subject code, shaded on attached list.)

Complete New Course Request Form

Fill in and print the New Course Request Form¹; no handwritten forms, please

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 the relevant DEAN (see attached list):
 - 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 the relevant 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 Signatures³

- **Program Director**
- **Dean**
- **Appropriate Review Committee Chair** – SCRC⁴ or Committee on the Undergraduate Curriculum

¹ This form incorporates significant revisions and is now separate from the form for changing/inactivating a course. The process for changing an existing course remains unchanged.

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).

³ These vary slightly depending on whether the relevant review committee is a SCRC or the CUC – see the attached list that matches shaded extra-departmental course codes with review committees.

⁴ 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*.

Review Process

- **For a one-time, Special Topics course numbered 238, 477, or 677** there is no SCRC or CUC review, but the signature of the relevant review committee chair is still required.
- **For a recurring course**, the relevant review committee (SCRC or CUC) will review requests within 10 working days of the October 1 and March 1 deadlines; the review committee chair will sign approved course request forms.

In the review, the committee will consider suitability of the proposed course for university credit; appropriate faculty oversight of courses conducted mainly off-campus (e.g., internships and practicums); appropriate 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.

Sharing among SCRC and CUC members of best practices in different departments is encouraged, with the goal of achieving greater consistency of standards across departments and among departmental and extra-departmental courses.

Review by CUC is waived for new extra-departmental course requests with the following subject codes: AFSC, COLL, FWIS, HONS, LPAP, LPCR, MILI, DSRT.

Course School	Course Department	Department Description	Subject Code	Subject Description	Designated Course Review Committee
Dean of Undergraduates	AFCF	Air Force Science	AFCF	Air Force Science	NA
	COLL	College Courses	COLL	College Course	NA
	COMM	Ctr Communication Excellence	COMM	Communication	Committee on Undergraduate Curriculum
	FWIS	First-Year Writing Intensive	FWIS	First-Yr Writing Intensive Sem	PWC Faculty Advisory Board
	HONS	Rice Undergrad Scholar Program	HONS	Honors Program	NA
	LEAD	Center for Civic Leadership	LEAD	Center for Civic Leadership	Committee on Undergraduate Curriculum
	LPAP	Lifetime Physical Activity	LPAP	Lifetime Phys Activity Program	NA
	LPCR	Lifetime Physical Activity	LPCR	Lifetime Phys Activity Credit	NA
	MILI	Military Science	MILI	Military Science	NA
	NAVA	Naval Science	NAVA	Naval Science	Committee on Undergraduate Curriculum
UGDN	Dean of Undergraduates	DSRT	Dissertation/Thesis Submission	N/A	
UNIV	University Courses	UNIV	University Courses	Committee on Undergraduate Curriculum	
Jones School of Business	BUSI	Business	BUSI	Business	Jones School of Business
School of Architecture	ARCH	Architecture	ARCH	Architecture	School of Architecture
School of Continuing Studies	EDUC	Education	EDUC	Education	Master of Liberal Studies Faculty Advisory
	SOCF	School of Continuing Studies	MLSC	Liberal Studies Core/Capstone	Master of Liberal Studies Faculty Advisory
School of Engineering	BIOE	Bioengineering	BIOE	Bioengineering	School of Engineering
	CAAM	Computational & Applied Math	CAAM	Comp. & Applied Mathematics	School of Engineering
	CEEG	Civil & Environmental Engr	CEVE	Civil and Environmental Eng	School of Engineering
	CHBE	Chemical & Biomolecular Engr	CHBE	Chemical & Biomolecular Eng	School of Engineering
	COMP	Computer Science	COMP	Computer Science	School of Engineering
	ELEC	Electrical & Computer Eng.	ELEC	Electrical & Comp. Engineering	School of Engineering
	ENGI	Engineering Division	ENGI	Engineering	School of Engineering
	GLHT	Global Health Technologies	GLHT	Global Health Technologies	School of Engineering
	MECH	Mechanical Engineering	MECH	Mechanical Engineering	School of Engineering
	MSNE	Materials Science & NanoEng	MSNE	Materials Science & NanoEng	School of Engineering
	SSPB	Systems/Synthetic/Phys Biology	SSPB	Systems/Synthetic/Phys Biology	School of Engineering
	STAT	Statistics	STAT	Statistics	School of Engineering
	School of Humanities	AMCI	Ancient Mediterranean Civil	AMCI	Ancient Mediterranean Civil
ARCR		Americas Research Center	ARCR	Americas Research Center	School of Humanities
ASIA		Asian Studies	ASIA	Asian Studies	School of Humanities
CLEU		Classical and European Studies	CLAS	Classical Studies	School of Humanities
			FREN	French Studies	School of Humanities
			GERM	German	School of Humanities
			GREE	Greek	School of Humanities
			LATI	Latin	School of Humanities
PLST		Politics, Law, Social Thought	PLST	Politics, Law, Social Thought	School of Humanities
CLIC		Cntr Lang & Intercultural Comm	ARAB	Arabic	School of Humanities
			CHIN	Chinese	School of Humanities
			CLIC	Cntr Lang & Intercultural Comm	School of Humanities
			FREN	French Studies	School of Humanities
			GERM	German	School of Humanities
			HEBR	Hebrew	School of Humanities
			HIND	Hindi	School of Humanities
			ITAL	Italian Language and Culture	School of Humanities
			JAPA	Japanese	School of Humanities
			KORE	Korean	School of Humanities
			PORT	Portuguese	School of Humanities
			RUSS	Russian	School of Humanities
SPAN		Spanish	School of Humanities		
ENGL		English	ENGL	English	School of Humanities
HART		Art History	HART	History of Art	School of Humanities
HIST		History	HIST	History	School of Humanities
HUMA		Humanities Division	FSEM	Freshman Seminar	School of Humanities
			HUMA	Humanities	School of Humanities
HURC		Humanities Research Center	HURC	Humanities Research Center	School of Humanities
MDEM		Medieval/Early Modern Studies	MDEM	Medieval/Early Modern Studies	School of Humanities
PHIL		Philosophy	PHIL	Philosophy	School of Humanities
RELI		Religion	RELI	Religion	School of Humanities
			TIBT	Tibetan	School of Humanities
SPAN		Spanish	SPAN	Spanish	School of Humanities
			LASR	Latin American Studies	School of Humanities
SPLA		Span Port & Latin Amer Studies	PORT	Portuguese	School of Humanities
			SPAN	Spanish	School of Humanities
SWGS		Stdy of Women, Gender, & Sxty	SWGS	Women, Gender, & Sexuality	School of Humanities
VADA	Visual and Dramatic Arts	ARTS	Visual Arts	School of Humanities	
		FILM	Film	School of Humanities	
		FOTO	Photography	School of Humanities	
		THEA	Theatre	School of Humanities	
		MUSI	Music	MUSI	Music
School of Natural Sciences	BIOS	Biosciences	BIOC	Biochemistry & Cell Biology	School of Natural Sciences
			EBIO	Ecology & Evolutionary Biology	School of Natural Sciences
	CHEM	Chemistry	CHEM	Chemistry	School of Natural Sciences
	ENST	Environmental Studies	ENST	Environmental Studies	School of Natural Sciences
	ESCI	Earth Science	ESCI	Earth Science	School of Natural Sciences
	KECK	Keck Center	KECK	Keck Center	School of Natural Sciences
	KINE	Kinesiology	HEAL	Health Sciences	School of Natural Sciences
			KINE	Kinesiology	School of Natural Sciences
	MATH	Mathematics	MATH	Mathematics	School of Natural Sciences
	NSCI	Natural Sciences Division	EMSP	Emergency Med Studies/Practice	School of Natural Sciences
			NSCI	Natural Sciences	School of Natural Sciences
	PHYS	Physics and Astronomy	ASTR	Astronomy	School of Natural Sciences
			PHYS	Physics	School of Natural Sciences
ANTH	Anthropology	ANTH	Anthropology	School of Social Sciences	
CSCI	Cognitive Sciences	CSCI	Cognitive Sciences	School of Social Sciences	
ECON	Economics	ECON	Economics	School of Social Sciences	
GLBL	Global Affairs	GLBL	Global Affairs	School of Social Sciences	
LING	Linguistics	LING	Linguistics	School of Social Sciences	
MANA	Managerial Studies	MANA	Managerial Studies	School of Social Sciences	
NEUR	Neurosciences	NEUR	Neuroscience	School of Social Sciences	
POLI	Political Science	POLI	Political Science	School of Social Sciences	
POST	Policy Studies	POST	Policy Studies	School of Social Sciences	
PSYC	Psychology	PSYC	Psychology	School of Social Sciences	
SMGT	Sport Management	SMGT	Sport Management	School of Social Sciences	
SOCI	Sociology	SOCI	Sociology	School of Social Sciences	
SOSC	Social Sciences Division	SOSC	Social Sciences	School of Social Sciences	

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