

**Proposal to Add a Factotum Course**

Any proposal that conforms to the checklists below may be approved by the chair without a committee vote. If the desired course description does not conform, a regular “Add a course” proposal form must be submitted for committee vote.

All 1000- and 2000-level courses require additional approval by Senate C&C.

**I. Special Topics course**

A special topics number is used for new courses in the early stages of development and intended eventually for permanent adoption as a departmental offering. To offer a section of a special topics number, complete the “Offer a Special Topics course” form.

# Items Included in Catalog Listing

1. Standard abbreviation for Department, Program or Subject Area:

2. Course Number (must be ‘xx85’ or ‘xx95’):

3. Course Title: Special Topics

Top of Form

4. Credits: \_\_\_ : Credits by arrangement

 (choose one) \_\_\_ : \_\_\_ credits

\_\_\_ : From \_\_\_ to \_\_\_ credits

5. Prerequisites: \_\_\_ : By arrangement

 (check all that apply) \_\_\_ : Open only with consent of instructor

 \_\_\_ : Open to sophomores/juniors of higher (choose one)

 \_\_\_ : Prerequisites and recommended preparation vary

 \_\_\_ : Course list:

6. Repeatability: \_\_\_ : With a change in content, may be repeated for credit.

 (check all that apply) \_\_\_ : Up to a maximum of \_\_\_ credits

Bottom of Form

**II. Variable Topics course**

A variable topics number provides a stable framework for content that changes.  A variable topic course routinely treats different material in different semesters, or in different sections offered simultaneously.

# Items Included in Catalog Listing

1. Standard abbreviation for Department, Program or Subject Area:

2. Course Number (must be ‘xx88’ or ‘xx98’):

3. Course Title: Variable Topics

Top of Form

4. Credits: 3 credits

5. Prerequisites: Prerequisites and recommended preparation vary

 (check all that apply) \_\_\_ : Open to sophomores/juniors of higher (choose one)

 \_\_\_ : Course list:

6. Repeatability: With a change in content, may be repeated for credit.

 \_\_\_ : Up to a maximum of \_\_\_ credits

Bottom of Form

**III. Foreign Study course**

# Items Included in Catalog Listing

1. Standard abbreviation for Department, Program or Subject Area:

2. Course Number (must be ‘xx83’ or ‘xx93’):

3. Course Title: Foreign Study

Top of Form

4. Credits: Credits and hours by arrangement

 \_\_\_ : Up to a maximum of \_\_\_ credits

5. Prerequisites: Consent of Department Head required, normally to be

 (check all that apply) granted before the student’s departure.

 \_\_\_ : Open to sophomores/juniors of higher (choose one)

 \_\_\_ : Course list:

6. Repeatability: May be repeated for credit.

 \_\_\_ : Up to a maximum of \_\_\_ credits

7. Major: May count toward major with consent of \_\_\_\_\_\_\_\_\_

 (For 2000-level and above; choose one of: advisor,

director of undergraduate studies, department head)

Bottom of Form

**IV. Independent Study course**

# Items Included in Catalog Listing

1. Standard abbreviation for Department, Program or Subject Area:

2. Course Number (must be ‘xx99’):

3. Course Title: Independent Study

Top of Form

4. Credits: Credits and hours by arrangement

 \_\_\_ : Up to a maximum of \_\_\_

5. Prerequisites: Open only with consent of instructor

 (check all that apply) \_\_\_ : Open to sophomores/juniors of higher (choose one)

 \_\_\_ : Course list:

6. Repeatability: With a change in content, may be repeated for credit.

 \_\_\_ : Up to a maximum of \_\_\_ credits

Bottom of Form

# Proposer Information

1. [Dates approved](http://ccc.clas.uconn.edu/form-instructions/#dates) by

    Department Curriculum Committee:

    Department Faculty:

2. Name, Phone Number, and e-mail address of principal contact person: