“THE ONE FORM” — TIPS, TRICKS, AND IMPORTANT INFORMATION

First of all, please keep in mind that while there is One Form, there are Many Committees. Just because you have checked off “Course Addition”, “Distribution”, and “Diversity” doesn’t mean that once the course has passed through collegiate governance it will automatically get all of those attributes. If you want multiple attributes approved, that means submission to multiple committees. This can happen simultaneously or sequentially; it is best to attach a memo to your submission indicating which pathway you are pursuing. If you indicate simultaneous submission, this presupposes that you are sending copies of the submission to all relevant committees. If you indicate sequential submission, this presupposes that you are sending the submission to just one committee and asking that it be passed along appropriately. Simultaneous submission is generally recommended to speed up the (admittedly lengthy) process.

So, where should I send it?

<table>
<thead>
<tr>
<th>If you have checked this box:</th>
<th>Copies need to go to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Addition/Course Change</td>
<td>Your college’s Academic Affairs Committee (or equivalent)</td>
</tr>
<tr>
<td>Distribution</td>
<td>The Faculty Council Distribution Committee</td>
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<tr>
<td>Diversity</td>
<td>The CLA/CSM Joint Diversity Subcommittee</td>
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<tr>
<td>International Management</td>
<td>The relevant committee in the College of Management</td>
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<tr>
<td>Seminar (FYS/IS)</td>
<td>The Faculty Council Seminars Assessment Committee</td>
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<tr>
<td>Quantitative Reasoning</td>
<td>The Faculty Council Quantitative Reasoning Committee</td>
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Who runs those committees? Contact your college Dean’s Office (for Academic Affairs/Diversity or other collegiate committees) or the Office of Undergraduate Studies (for Faculty Council GenEd committees).

SECTION A – COURSE INFORMATION

Only check boxes of attributes for which you are seeking approval. If your course has already been approved as, for instance, a diversity course, and you are now submitting it for distribution, please DO NOT check the diversity box. (But DO check the “course change” box.)

Please be sure to complete all requested fields: department, course number, credits, title, description, co/prerequisites, college, cross-listing information if relevant, etc.

Something to keep in mind — if you are not only proposing a new course, but also proposing a new subject/rubric (i.e., EEOS or IT as opposed to the already existing EnvSci or CompSci), you must separately request creation of that subject/rubric. If the subject doesn’t exist, the course cannot be added to the course database.

SECTION B – COURSE REQUIREMENTS

This is where you must keep track of the attributes being requested. If the course is being proposed to fulfill GenEd requirements, each separate attribute (Diversity, Distribution, Seminar, QR, etc.) has its own governing committee. See the table at the beginning of this document for details. Please keep in mind that we still have
active students who fall under the “old” distribution requirements; therefore all new courses being proposed at the 100 and 200 level must have a Distribution I area indicated. No approval is needed for Distribution I; the department chooses the appropriate area.

**SECTION C — OTHER COURSE INFORMATION**

This section looks a lot more complicated than it really is. “Course Components” refers to the parts of the course. Is it a lecture? Does it also have a separately scheduled discussion? How about a lab? Or is it a studio course? Check off the parts that apply; ignore the rest of it. You do need to indicate which is the graded component (the default is the lecture) and the grading basis (the default is graded).

It is very important to look at the “Course Repeat Details” section and think about it. This section applies mainly to Special Topics, Independent Study, and other such courses that a student can receive credit for more than once. If your course can be taken for credit only once, then check “No” and ignore the rest of the section. If, on the other hand, your course can be repeated for credit, it is very important that you put some parameters on it. “Total Units Allowed” means how many credits a student can accumulate using this particular course (this applies to variable-credit courses); “Total Completions Allowed” means how many times a student can take this particular course.

**SECTION D — SIGNATURES**

This looks worse than it really is, simply because there has to be a place for every conceivable signature. How do you know which signatures you need for your particular proposal? Take a look at Section E.

**SECTION E — SUPPLEMENTARY INFORMATION**

This section includes two major types of information. First, what signatures need to be obtained in what situation(s)? Second, what sorts of additional information need to be attached to The One Form in order for the committee(s) to make their decisions? Please keep in mind the point made at the beginning of this document – One Form, Many Committees. As an example, if you are submitting your course for approval as a new course, a diversity course, and a distribution course, you need to attach the information requested for new courses (E.1), for diversity courses (E.7), AND for distribution courses (E.5). Any missing information will result in a delay in approval. It is simplest to put together one packet of information addressing the concerns of all relevant committees and attach it to The One Form, then send copies to all relevant committees.

**SAVE A TREE – DON’T COPY THE FORM PAST THE SIGNATURES!!**

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1 If proposing a cross-listed course (or if adding cross-listing to an existing course), please keep in mind that the same number must be used in all cross-listing departments, and memos of agreement from cross-listing departments should be attached to the request. Also, remember that the number of a cross-listed course should have an “L” appended as a suffix.

2 To request creation of a new subject/rubric, the department must write up a memo explaining why the new subject/rubric is needed and how it will be used in conjunction with existing subjects/rubrics. This memo should be sent to the appropriate collegiate governance committee for consideration.