**New Course Proposal**

 (Submit the completed form to the National Registrar’s Office.)

Proposed Course Title:

Dept./Subject (like BIB):

Proposed Course Number: \_\_\_\_\_\_\_\_\_\_\_ (assigned by Registrar)

**Credit Hours:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Note**: 1 semester hour generally equals 15 contact hours plus 30 preparation hours. For example, a 3-credit course must include 45 contact hours plus 90 hours of preparation. *Practice, fieldwork, or internship courses require at least three times as much contact, so a 1-credit course requires 45-60 hours.*

**Primary campus:**

\_\_\_\_Cincinnati \_\_\_\_Jerusalem \_\_\_\_Los Angeles \_\_\_\_New York \_\_\_\_All (Cross-Campus)

**Applicability to requirements:**

\_\_\_\_ Core course \_\_\_\_Elective course

Corequisite(s). These courses must be taken in the same term.

Prerequisite(s). These courses must be taken before students may register for the course.

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This course may be used for the following Degree or Certificate program(s).

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Brief Course Catalog Description:

**Grading type:**

\_\_\_\_Pass / Fail grading only \_\_\_\_ Letter Grades only \_\_\_\_ Both/Either

May this course be taken more than once for degree credit? \_\_\_\_ If so, how many times? \_\_\_\_

Attach a preliminary course syllabus to this form when submitting to the National Registrar’s Office. *The syllabus must identify the learning outcomes for the course and their relationship to the respective program mission statement.*

**Signatures:**

Initiating faculty

member’s printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed Initials \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Program Director’s

member’s printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed Initials \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_