



New Course Proposal Form

The course will be offered on the following campus(es):

- Cincinnati
 Jerusalem
 Los Angeles
 New York
 Online

Start Year:

Start Term:

Proposed Course Title:

Dept./Subject (e.g., BIB):

Course Number (Registrar Assigns):

Course Type (if applicable): Core Elective

The course will be offered for the following degree or certificate program(s):

Proposed Grade Type: Pass/Fail Letter Grade Both

Credit Hours (Program Director Assigns):

Note: 1 semester credit hour generally equals 12.5 contact hours plus 25 preparation hours. For example, a 3-credit course must include 37.5 contact hours plus 75 hours of preparation. Practice, fieldwork, or internship courses require at least three times as much contact, so a 1-credit course would require 38-55 hours.

Course Objectives (This requires alignment with one or more of the program goals/learning outcomes):

May this course be taken more than once for degree credit? Yes No If yes, how many times?

Prerequisite(s):

These courses must be completed before students may register for the course.

Corequisite(s):

These courses must be taken in the same term.

Proposed course description:

Requester: _____

Initial: _____

Date: _____

I have reviewed and approved this request.

Program Director: _____

Initial: _____

Date: _____

Please send the approved form to registrar@huc.edu.