

New Course Proposal

(Submit the completed form to the Registrar's Office.)



Proposed Course Title: _____

Dept./Subject (like BIB): _____

Proposed Course Number: _____ (assigned by Registrar)

Credit hours: _____

May not change once registration begins

Note: 1 semester hour generally equals 12.5 contact hours plus 25 preparation hours. For example, a 3-credit course must include 27.5 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.*

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.

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

Brief Course Catalog Description:

Grading type (*May not change once registration begins*):

____ 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? ____

Draft Syllabus:

Attach a preliminary course syllabus to this form when submitting to the 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: _____