Each section of this form must be completed regardless of the method of course delivery. You may not propose to schedule a self-supporting course that competes with your in-load course(s).

Semester and Year: ___________

Department: __________________ Course Number_________ Section ____________
(Office use only)

Course Title__________________________________________________________

☐ Off-Campus ☐ Norman Campus ☐ Online course ☐ Graduate ☐ Both ☐ Letter ☐ S/U
☐ Undergraduate ☐ Graduate ☐ Credits Hours _______ 1 _______ 2 _______ 3 _______ Variable (indicate hours)

Core Area (Please choose a core area and then select which type of course, if applicable per State Regents.)

1. Symbolic & Oral Communication: _____ English Comp. _____ Math _____ Foreign Language _____ Other
2. Natural Science: _____ Lab _____ Non-Lab
3. Social Science:
4. Humanities: _____ Understanding Art _____ Western Civilization _____ Non-Western Civilization
5. Senior Capstone Experience: ______

Prerequisites (As approved by the Oklahoma State Regents):

Beginning Class Date: _______ Ending Class Date: _______ Total Number of Days in Class: _______

Days of the Week Class Meets M-F M-R T-F MWF Online

Classroom Location: __________________________________________

Maximum Enrollment (Default 30): __________

Does this course require domestic or international travel? ☐ No ☐ International Travel ☐ Domestic Travel

Beginning Class Time: _______ Ending Class Time: _______

Instructor Name: __________________________ Employee ID# __________________________

Sooner ID #: __________________________ Academic Department: __________________________

Home Address: __________________________ City: __________ State: ____ Zip: ___________

Home Phone: __________________________ Office Phone: __________ Fax: _______

Phone # (students may call) _____________ E-Mail: __________________________

Campus Address (building and room number): __________________________

Please Initial Each Line In Order To Complete Course Proposal:

_____ It is my responsibility to contact my academic department to confirm my appointment status and my eligibility to receive overload pay before course begins.

_____ I understand my grade report must be officially posted before payroll can be processed.

APPROVAL SIGNATURES:

Instructor ______________________ Date __________________ Graduate Dean (graduate level only) ______________________ Date

Department Head ______________________ Date __________________ Vice Provost for Instruction (UNIV courses only) ______________________ Date

College Dean ______________________ Date __________________ CITD Director ______________________ Date
Guidelines for Submitting a Course Proposal
College of Continuing Education – CITD

Course Proposal Routing Procedures: After completing all fields of the form, please attach a syllabus and sign instructor line on the bottom of the course proposal form. Please then route to the following locations:

• Department Chair Signature
• College Dean’s Signature
• Graduate Dean Signature (only if offered at 5000-6000 level)
• VP of Instruction Signature (only if course being offered is a UNIV course)
• Return to College of Continuing Education, CITD department

Plan Now!
We encourage you to submit course proposals months in advance to allow for marketing and student recruitment.

Upon completion of the approval process, the original form with all signatures, syllabus and initials must be returned to:

Community and International Training and Development (CITD)  
College of Continuing Education  
Renee Williams, Director  
CCE Administration Building, Suite 220  
1700 Asp Avenue, Mailbox 13  
Norman, OK 73072  
(405) 325-5101  
www.Citd.ou.edu

Costs: Enrollment fees and refunds will be established in accordance with the Oklahoma State Regents for Higher Education policies. Courses administered by the College of Continuing Education are supported solely by student tuition/fees. A minimum enrollment is required which may vary from class to class.

Procedures: It is the Provost’s policy that teaching courses via CCE Academic Programs (campus code 504) may not diminish the credit hour enrollment quality of instruction provided on the Norman campus (campus code 200). Each section of this form must be completed regardless of the method of delivery. You may not propose to schedule courses through CCE that compete with your in-load course(s).

Course Formats:
• Weekend, day or evening class times
• Online
• Hybrid – includes both online and traditional class requirements
• Travel Study
• Interdisciplinary teaching with a colleague

Contact Hour Requirement: In-class instruction time requirements must equal at least 800 minutes per credit hour (assuming a 10-minute break for each hour of instruction is given)