Appropriate approvals entered on CourseLeaf:

- Department Chair
- College Dean
- Graduate College Dean (if applicable)

Credit Level: Does the course carry undergraduate or graduate credit? __________
If graduate, has the Graduate College approved the request and signed off on the form? ______

University-Wide General Education: Yes or No
If yes, has the course already been approved by the Gen. Ed. Committee? ______
(If yes, stamp with Gen. Ed. Approval and date)

Course Number: Does the last digit of the course number match the credit hours? ______
Explanation of course numbering. All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as “lower division,” those numbered 3000-4999 are “upper division,” and those numbered 5000 and above are “graduate-level.”
The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field. The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours.

Prerequisite: Yes or No
The following policy pertaining to prerequisites was approved by the Academic Programs Council and Provost in 1996:

“3000-4000-level courses must require an appropriate prerequisite. Appropriate prerequisites would include junior standing, ENGL 1213 (to satisfy writing requirements), or an appropriate introductory level course in that department. If no prerequisite is indicated on the course proposal, the request will be returned to the department for additional information before it will be reviewed by the Council. The Council stated that freshman and sophomore students without sufficient preparation would be disadvantaged and misled. Course content of those offered at the 3000-4000-level should be rigorous enough to require some preparation.”

Crosslist Dept(s): If applicable, are forms submitted for all departments indicated? ______

Slashlist: If a number is indicated, have the forms for both the 4000 and 5000-level course been submitted? ______
Slashlisting of courses will also be indicated after the course title. Courses are slashlisted so undergraduate students may take an undergraduate 4000-level course in a department while graduate students may take a graduate 5000-level course in the same department. The lectures in a slashlisted course are the same. However, students in the 5000-level course have substantial additional requirements beyond those for students in the 4000-level course. These additional requirements are listed in the slashlisted course syllabus. The numbers cannot be any combination other than 4000/5000.
The following sentence is always the last sentence of the course description for all slashlisted courses: “No student may earn credit for both the 4000- and the 5000-level course.”

Grading System:
Letter S/U Optional (Grad. Seminars)

Course Description: The format for the course description is as follows:

First Line: COMPLETE LONG TITLE (this can take more than one line if needed, i.e. cross- and slashlistings). End the title with a period. If the course is variable in content, the credit hours are shown at the end of the title. (example: 1 to 3 hours.)

Prerequisite: start on a new line. If the prerequisite is another course in the same department offering the course, do not repeat the department designator in the prerequisite. (This last sentence will change with CourseLeaf! Designators must be repeated.)

Description: Start on a new line. At the end of the description always put the semester(s) offered in parentheses. Semester abbreviations to be used are (F, Sp, Su) or (F) or (Sp) or (Su) or (Irreg.). Semester abbreviations are always the last information of a course description. *†

• Variable topic courses that can be repeated for credit, the first sentence of the description should read “May be repeated with change of content; maximum credit XX hours.”; with XX equal to the total number of hours that may be earned under that special topics number (usually 6-9 for undergraduate and 9-12 for graduate-level courses).
• Slashlisted courses, the last line of the description should read, “No student may earn credit for both 4xxx and 5xxx,” with 4xxx and 5xxx being the slashlisted course numbers.
I. Effect of Course on Originating Department:

A. This course is primarily: Required for: major code; Guided Elective: major code; General Elective: major code.

Note: if the course is for undergraduate credit, a degree checksheet for the major indicated and all degrees affected by this change should be attached. (Degree sheets are available on the Web for all undergraduate majors. checksheets.ou.edu)

B. Some explanation for the choice of course number should be provided. An example could be, fits level of instruction, fits departmental numbering scheme, etc.

C. Relationship to Other Courses in Dept.: One to three lines are available to describe proposed course request in the context of other courses offered by the department. Also address how change may affect students' program of study.

D. Anticipate Enrollment: the number of students expected each time the course is offered.

Frequency of Offering: indicate the semester(s) a course will be offered. This should match the semester indicated at the end of the course description.

II. Effect of course on other departments:

A. Discuss any real or apparent duplication. Also address any impact this change may have on other majors’ curricula. Typical answers may include “no duplication”, or “content is specific to majors within the department”, etc.

III. Effect of Course on the University

A. How will the course be staffed? The answers should be generic, not specific as to instructor, i.e. current or new faculty, temporary instructor, graduate teaching assistants.

B. What Additional Expenses Will Be Necessary: Describe any additional expenses needed, such as lab equipment, computers, special materials, etc.

IV. Course Inventory

A. Area of Specialization: CIP Code: The CIP code for courses offered under a specific subject/designator are all the same and match the degree program(s). Classification for Instructional Programs (CIP) codes indicate classification of instruction.

B. Number of times a course can be repeated: The number of times it might be repeated would be a function of the number of credit hours and the maximum hours allowed to be earned. For example, a two-hour course which can be repeated for a maximum of six hours could be repeated twice. The repeat and reprieve policies do not apply in determining whether a course is repeatable.

D. Mode of Instruction: indicates whether a course is lecture-based, lecture with lab, laboratory, independent study, seminar, masters/doctoral, individual instruction, performance-based activity (studio-based instruction), or internship/field study.

E. Reason for variable content: If the course is variable in content, a reason for variable content should be indicated.

F. Liberal Arts and Science: Yes or No. Liberal arts & sciences are defined as those traditional fields of study in the humanities, social and behavioral sciences; communications; natural and life sciences, mathematics, and the history, literature and theory of fine arts. Courses whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences.

SYLLABUS

SYLLABUS. A syllabus should be attached for ALL new courses with the exception of courses that are special topics, independent study, or directed readings. Syllabi must be attached as a pdf file in CourseLeaf.

ATTACHMENTS

Are the necessary degree checksheets attached to the request?

COURSE DELETIONS REQUESTS. Many of the questions can be answered as N/A, not applicable, or none. Anticipated enrollment should be zero.