

COURSE REQUEST CHECKLIST

Change (s) Requested: If you are adding or deleting a course you can only choose one or the other of those options. If you are making any of the other changes you can indicate as many of them as you need.

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? _____
Indicating a course as Gen Ed here does not constitute submission of the course for Gen Ed approval. That is a separate process through the Provost's Advisory Council on General Education Oversight. See PACGEO Web site for more information on that procedure.

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.

NOTE: Once a course number is used or discontinued, it cannot be recycled (or reused) for a minimum of 12 months. (Academic Programs Council Policy adopted March 1994)

Prerequisite: Yes or No

In 1996, the following prerequisite policy was approved by the Academic Programs Council and Provost:

"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, course request forms must be submitted for all departments indicated. Crosslisting of courses is also indicated in the course title.

Slashlist: If applicable, forms for both the 4000- and 5000-level course must be 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-graded (A), Satisfactory/Unsatisfactory(S), or Optional - letter-graded or S/U at the instructor's discretion (O).

Category of Instruction: Categories of instruction are lecture (01), lab with credit (02), discussion with no credit (03), independent study (04), seminar (05), and lab with no credit (06)

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. Space in 2 spaces on the first line of a prerequisite. If the prerequisite is another course in the same department offering the course, do not repeat the department designator in the prerequisite.

Description: Start on a new line. space in 2 spaces on the first line of a course description. continue description. 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. Indicate if course is primarily required for a major code; a guided elective for a major code; or a general elective for a major code. **NOTE:** If the course carries undergraduate credit, a degree checksheet for the major indicated and all degrees affected by this change must be attached. Degree sheets are available at checksheets.ou.edu for all undergraduate majors.

B. Explanation for the choice of course number. An example could be fits level of instruction, fits departmental numbering scheme, is required for a major, is a guided elective, etc.

C. Relationship to Other Courses in Dept.: 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. Anticipated Enrollment: the number of students expected each time the course is offered.

- E.** Explain how this change is related to other changes in the department, which can occur if, for example, an entire program or area of emphasis is reorganized.
- 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.** How is change related to other offerings in other departments. Discuss any real or apparent duplication. Discuss any real or apparent duplication or overlap or conflict with courses offered by other departments. Address any impact this change may have on other majors' curricula, and include certification that the other departments have been consulted concerning the proposed course addition/deletion or change.

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 library resources, lab equipment, computers, special materials, etc.

IV. Course Inventory

- Area of Specialization:** CIP Code: Choose the CIP code that best describes the content of the course. Classification for Instructional Programs (CIP) codes indicate classification of instruction. In classifying courses, subject matter takes precedence over department of instruction. Departments can either refer to courses covering similar subject matter for an appropriate CIP code, or they can use the CIP system in CICS to arrive at a CIP code. Instructions for that system are available at admissions.ou.edu/cicsindex.htm.
- HEGIS Code:** Choose the appropriate HEGIS code for the course's field of study. Higher Education General Instruction Survey (HEGIS) is a federal code structure developed to provide some uniformity in comparing fields of study. Departments can refer to courses in the same field for an appropriate HEGIS, or refer to the HEGIS table available at admissions.ou.edu/cicsindex.htm.
- B. Number of contact hours:** Indicate the number of clock hours the course will meet per semester. Generally speaking, this would be the number of credit hours times the number of weeks in the semester. For example, a three-credit-hour course in fall and spring would have 48 contact hours (3 hours x 16 weeks). Laboratory courses must meet at least two hours for every credit hour. For variable credit courses, if a course is 1 to 3 hours, the contact hours would be 016-048.
- C. Repeatable for credit. 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, speech/fine arts/journalism (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 must be attached for ALL new courses with the exception of courses that are special topics, independent study, or directed readings.

At its March 17, 1997 meeting, the Norman Campus Faculty Senate approved the following recommendation to require instructors to provide a course syllabus:

Faculty members shall publish written course syllabi the first week of class. The syllabus should define the goals of the course, and faculty members should devote their teaching to the realization of those goals. Where appropriate, course syllabi should state, in addition to the major goals of the course:

- Instructor's office hours
- University policies regarding reasonable accommodation and codes of behavior
- List of required reading materials
- List of all major reading, laboratory, and/or performance assignments for the semester
- Approximate dates for all graded assignments and approximate percentage each contributes to the final grade.

Internships/practicum, directed readings/research, dissertation and thesis hours are exempt from this requirement.

ATTACHMENTS

- Are the necessary degree checksheets attached to the request?

COURSE DELETIONS REQUESTS. Many of the questions on page 2 can be answered as N/A, not applicable, or none. Anticipated enrollment should be 0000.

- Approvals:** Appropriate signatures on forms:
 - Department Chair
 - College Dean
 - Graduate College Dean (if applicable)