

New Course and Course Revisions



**If your course requires resources (human resources, financial resources, teaching resources, etc., you MUST first schedule a meeting with the Associate Dean of Academic Affairs Mona Sedrak and complete the Program Approval Form before moving forward in this process.*

Schedule a meeting with the Associate Dean of Academic Affairs Mona Sedrak, if applicable

Following your meeting, complete the Program Approval Form, if applicable

Complete this packet – full or modified (see options below)

✓ **If you are proposing a new course:**

- **Complete the full packet**
- **Attach updated curriculum** (if the proposed new course will affect a student's curriculum/degree audit (including, but not limited to the bullets below):
 - Adding/replacing courses in the curriculum
- **Attach a syllabus draft** (including, but not limited to, learning outcomes, evaluation, and assessment)

✓ **If you are proposing a modification to a course:**

- **See Meagan Schalk if what you are modifying is on the 'anytime edit' list - the packet is not required.**
- **If not on the anytime edit list, complete only the sections that require modification**
- **Attach updated curriculum** (if the proposed course revision will affect a student's curriculum/degree audit (including, but not limited to the bullets below):
 - Modifying credit hours

Department Approval

Curriculum Committee Approval

Build course in eCurriculum

Approve as Course Submitter in eCurriculum

*See Full Workflow on next page

Full Workflow

Step 1: The faculty member initiates the new course or course revision

Step 2: If the course is designed for two-year career oriented programs, the faculty member must meet with the Accreditation Liaison Officer to ensure the course continues to meet Ohio Department of Higher Education standards

Step 3: The faculty member proposes to her/his department per department policy

Step 4: The academic department takes action; can be rejected, tabled or approved

Step 5: Department minutes and the completed Program Approval Form must be submitted with the agenda item(s) to the Curriculum Manager at least 14 business days prior to the scheduled meeting

Step 6: The agenda item(s) and supporting documentation will be sent electronically to the Curriculum Committee at least 14 business days prior to the scheduled meeting

Step 7: The Curriculum Committee takes action; can be rejected, tabled or approved

Step 8: If approved, the faculty member with Course Submitter access in eCurriculum will build the course or revise the course in eCurriculum and submit for approval

- The following eCurriculum approvals are required: Course Submitter, Program Director, Unit Head, College Curriculum Committee, Dean's Office, Academic Committee, Provost, and University Program Administrator Reviews.
- If tabled, Curriculum Manager will add the item to the next scheduled meeting agenda as 'old business'

Step 9: When the course(s) have been fully approved in eCurriculum, those with 'Registrar' access in eCurriculum will be notified electronically that the course is READY TO OFFER.

- Courses will list an effective date of when they can be ordered in eCurriculum

***Note:**

Associate Dean of Academic Affairs – Dr. Mona Sedrak

Accreditation Liaison Officer – Susan Riley

Curriculum Manager – Meagan Schalk



New Course & Course Revision Approval Form

Please use this form to submit new courses and course revisions to the UC Clermont Curriculum Committee. Complete all applicable sections and submit to the Curriculum Manager to include on the agenda for the next scheduled curriculum meeting.

Please select one: New Course Proposal or revisions to an existing course

New Course

Course Revision (please explain what will be revised)

Course Core Information

Select the college which owns this course, as well as the course number and title. Be sure to select a title which accurately and succinctly represents the course to the public.

Date

Course Submitter

E-mail

Organization (Home College):

Subject (i.e. ENGL)

Course Number

Lab Component

Titles & Descriptions

Select the course title, and basic description for public display. The description is used to advertise your course and determine transfer credit equivalencies by other institutions.

Title

**Abbreviated Course
Title (Printed on
Transcript)**

Alternate Titles

Description (For Public Display)

Additional Information About this Course (optional, does not display publicly)

Learning Outcomes

Sometimes called “goals” and/or objectives, the phrase “student learning outcomes” in this context refers to knowledge, skills, abilities, or attitudes that students should have achieved by the end of the course or a formal educational experience, ones that are both observable and measurable.

**Student Learning
Outcomes**

Credit Hours

Report the total number of academic credit hours students can earn.

Credit Hours Type	Fixed	Variable
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Minimum Credit Hours		
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Maximum Credit Hours		
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Is Repeatable

If repeatable: how many times can students take the course for additional credit hours?

If repeatable: for how many total credit hours?

Subsidy Level

Authorize the appropriate level of instruction for the university to report externally. The level of instruction affects subsidy allocation.

Baccalaureate
General Studies
Technical
Developmental

Teaching Colleges & Cross Listings

Teaching Colleges

McMicken College of Arts & Sci	College Conservatory of Music
CECH	CEAS
C. H. Lindner Coll of Business	Coll of Dsgn, Arch, Art & Plng
College of Law	J.L.W. Coll of Pharmacy
College of Medicine	Blue Ash College
College of Nursing	Clermont College
College of Allied Health Sci	Div of Prof Pract & Exp Lrng
University Honors Program	University of Cincinnati

Cross Listings

(if any)

General Education Breadth of Knowledge

If applicable, make the appropriate selections below. Note that BoK codes determine whether the course fulfills General Education graduation requirements for students, including non-majors.

Foundation Course

If Yes, must be 1000-3000 level

Yes

GenEd BoK Code

Maximum of 2 permitted.

Must be Foundation Course.

SLO's must address BoK definition and will require additional consideration in approval process.

See www.uc.edu/gened

Diversity & Culture (DC)	English Composition (EC)
Fine Arts (FA)	Historical Perspectives (HP)
Humanities (HU)	Natural Sciences (NS)
Quantitative Reasoning (QR)	Social & Ethical Issues (SE)
Social Sciences (SS)	Technology & Innovation (TI)

General Education Baccalaureate Competencies

From the following baccalaureate competencies, please check any of those that are addressed in significant ways in this course. Note that these do not determine individual student graduation requirements, but determine how academic programs achieve the baccalaureate competencies and are used for reporting as such.

Critical Thinking

Extent

**Effective
Communication**

Extent

Writing Component

Only applicable if Effective Communication is checked

Less than moderate

Moderate

Substantial

**Knowledge
Integration**

Extent

**Social
Responsibility**

Extent

**Information
Literacy**

Extent

General Education Touch-Point Classification

If applicable, select the appropriate General Education program Touch-Point. Note that these do not determine individual student graduation requirements. Selections determine whether or not this course can be used by an academic program to satisfy the university's General Education guidelines.

First Year Experience

**Mid-Collegiate
Experience**

Features
Only for mid-
collegiate

**Writing
Experience
Methodology**

Capstone Course

Attributes For Academic Transcript

Check any which could be applied to certain class sections, although not necessarily to all class section offerings of this course.

	Honors Themes	Description	
Honors	Leadership		Sometimes
	Community Engagement		Always
	Research and Creative Arts		
	Global Studies		
		Description	
International			Sometimes
			Always
		Description	
Research			Sometimes
			Always
		Description	
Service-Learning			Sometimes
			Always
		Description	
Transformational			Sometimes
			Always

Attributes, Not For Academic Transcript

Check any applicable attribute(s) whose definition is met by this course. Note that these attributes will apply to all class sections regardless of the professor or semester in which the course is taught.

Environmental Sustainability

Foreign or Second Language

Instruction Methods

Indicate the type(s) of instruction which best describe how teaching will occur.

Note that any of these could be delivered in an online class, which is a separate question. Do not check "other" for courses taught online.

Primary Graded Component

Additional Component(s) needed for class section ordering

Clinical	Cooperative Education Program
Discussion	Field Experience
Individual Studies	Internship Program
Laboratory	Lecture
Lecture and Laboratory	Practicum
Recitation	Seminar
Self-Paced	Studio(Mus, perf arts & theatr)
Tutorial	Other (not describ by oth cate)

Additional Teaching Methods used in some class sections.

These are not associated with class section orders, and only stored for reporting on teaching pedagogies used in this course.

Clinical	Cooperative Education Program
Discussion	Field Experience
Individual Studies	Internship Program
Laboratory	Lecture
Practicum	Recitation
Self-Paced	Seminar
Studio(Mus, perf arts & theatr)	Tutorial
Other (not describ by oth cate)	

Online Delivery Intention

Regardless of the type(s) of instruction indicated in components above, some classes can be taught online, or partially online. Please check the best option for describing the intention of this course.

Never taught online

Sometimes taught online

Always taught online

Frequency of Course Offering

Occasionally (we do not know how frequently the course will be taught)

Annually

Even Years Only

Odd Years Only

Fall Semester

Spring Semester

Summer Semester

Grading Policy

Select the grading options to make available to instructors. Note that most courses use the "Student Option" meaning that instructors have normal student grading options, including A, B, C, pass/fail, etc. See info for more explanation of the options.

In Progress (SP/UP)

Not Proficient

Student Option

Pass/Fail

Zero Credit

Zero Credit with In Progress Grading

Prerequisites

Please describe the intended prerequisite(s) for this course. Use specific course numbers and include minimum grades required for listed prerequisite(s).

Gen Ed Assessment Plan