

Course Number -

For Administrative Use Only

PS Course ID #

# Request to Add a Course

(All Sections Below Must be Completed)

College:

Department:

Date:

Department Prefix & Course Number:

Course Title (Not to exceed 75 Characters):

Abbreviated Course Title for class schedule/transcripts (not to exceed 25 characters):

Semester/Term Change Effective:

Faculty responsible for the course:

Credit Hours: \_\_\_ or Clock Hours: \_\_\_ If variable: Minimum \_\_\_ Maximum \_\_\_ per semester

Can this course be repeated?: No Yes

If yes, maximum number of hours? \_\_\_

If yes, maximum number of times the course can be repeated? \_\_\_

If yes, may the course be repeated during the same semester?: Yes No

If yes, how many times during a semester may the course be repeated? \_\_\_

Prerequisites: \_\_\_\_\_

Cross Listed: No Yes If yes, list other cross listed course numbers: \_\_\_\_\_

If yes, list original controlling department: \_\_\_\_\_

Multi-Level: No Yes If yes, list other multi-level course numbers: \_\_\_\_\_

If yes, list original controlling department: \_\_\_\_\_

A form for each cross listed and/or multi-level course must be submitted as a packet. Definitions of cross listed and multi-level found on page 4.

Term(s) or Semester(s)  Fall  Spring  Summer

Normally Offered:  Rotation  Intersession

Class Type (mark all that apply):  Lecture/Discussion  Laboratory  Independent Study  Clinical  Practicum

Instruction Mode: Traditional (FTF > 75%) Independent /Directed Study

\*Definitions on pages 4 Hybrid (Mixed : <75% FTF) Internship/Practicum

Distance (100% Online and Interactive Video)

Class Size Per Semester: \_\_\_\_\_ Weeks per Semester/rotation: \_\_\_\_\_

Hours per week: \_\_\_ Lecture/Discussion \_\_\_ Laboratory \_\_\_ Independent Study \_\_\_ Clinical \_\_\_ Practicum

Year(s) in Program: I II III IV

Evaluation methods: Exams Papers Presentations Clinical Performance Other

Type of Grading: Letter S/U Pass/Fail/Honors - MD Only

Course is: Required Elective Selective

**Course Description** *(Not to exceed 50 words):*

**What is the rationale for the course addition? Include how this course addition will affect the total program.**

**What is the purpose of the course? What is its relationship to other courses in the department?**

**How do other departments that offer similar or related subject matter view the change?**

**How often do you plan to offer the course each year? How many students by class standing and major subject are anticipated to enroll each semester? How was the enrollment estimate derived?**

**Will any other related changes be requested within the next few semesters?**

**How will the course be staffed? If there is not a staff increase anticipated, how will the course be handled?**

**Attach a copy of your current curriculum and the proposed curriculum with this course addition.**

Current and proposed curriculum attached

**Attach a course syllabus and/or course outline. Required components of a syllabus are found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>**

Course syllabus attached

<b>APPROVALS</b>		<b>Please Print or Type Name Below</b>	<b>Signature</b>	<b>Date</b>
	<b>Dept. Chairperson</b>			Date:
	<b>College Curriculum Committee</b> <i>(if applicable)</i>			Date:
	<b>College Dean</b> <i>(if applicable)</i>			Date:
	<b>Graduate Curriculum Review Committee</b> <i>(if applicable)</i>			Date:
	<b>Graduate Dean</b> <i>(if applicable)</i>			Date:
	<b>Academic Program Council</b>			Date:
<b>Provost</b> <i>(for the President)</i>			Date:	

### Instructions for Adding a New Course

1. Submit pages 1 through 3 obtain signatures of appropriate college committees and deans.
2. Attach a syllabus using the required format found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>
3. Submit the signed original to the Academic Program Council Secretary, LIB 121.

### Instructions on Cross-Listing a Course

1. Cross-listed courses must have identical names, credit/clock hours, course numbers, description, and requirements. Only the departmental prefix can be different.
2. The original department “controls” the course and must agree to any proposed changes.
3. It is the responsibility of the department initiating a cross-listed course, to obtain and submit, along with its own request, a complete copy of this form for each of the cross-listed departments.

### Instructions on Multi-Level Courses

Courses taught together to different levels of students (undergraduate, graduate, & professional) are considered **Multi-Level Courses**. While these courses may have similar content, requirements, and outcomes, they must have different course numbers based on the level of student (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional). Separate Academic Programs Council forms must be submitted for each course. All numbers under which a course is to be multi-level must be indicated on the forms. Each multi-level course must have its own syllabus specific to the level of student. Below are additional requirements for multi-level courses.

#### Undergraduate Multi-Level Courses

Undergraduates may take a 4000-level course with graduate or professional students under a different course number. While lectures may be the same, students in the graduate and professional courses should have substantial additional requirements beyond those expected at the undergraduate level.

#### Graduate and Professional Multi-Level Courses

Some courses offer content appropriate for both graduate and professional degree programs; however, special consideration should be given to content for the different audiences and discipline the needs. Adjustments to the content, requirements, and expected outcomes should be made as necessary. A separate syllabus should be created for each multi-level course. Professional students who have not received a bachelor’s degree may not enroll in multi-level courses until they have satisfied the requirements equivalent to a bachelor’s degree as determined by their academic program.

Students must have approval of their college academic or advisory committee to earn multiple credits for multi-level courses. For example, if a student takes a course at an undergraduate level, they may not enroll in the same multi-level course for credit at a graduate level or professional level without prior approval from the appropriate academic or advisory committee.

### Description of Instruction Modes:

**Traditional: Face-To-Face Contact:** Instructors interact with students in the same physical space 75% or more of the instructional time.

**Hybrid - Mixed FTF (Hybrid):** Instructors interact with students in the same physical space less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education (including D2L).

**Distance:** Content is offered 100% online or via interactive video. Distance is defined as using one or more of the following technologies to deliver instruction to students who are separated from the instructor and support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies may include:

- (i) the internet
- (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- (iii) audio conferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

**Independent/Directed Study:** Instructors interact with students through a flexible format.

**Correspondence:** Instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

**Internship/Practicum:** Internships or practica experiences for which credits are awarded. Submission should provide brief summative information about the internship or practicum.

**FOR FURTHER INFORMATION ON THE POLICIES AND PROCEDURES FOR  
THE ACADEMIC PROGRAM COUNCIL, OR FOR ASSISTANCE  
COMPLETING THIS FORM PLEASE CONTACT THE OFFICE OF  
ADMISSIONS AND RECORDS:**

The University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
P.O. Box 26901  
1105 N. Stonewall Ave., LIB 121  
Oklahoma City, Oklahoma 73126-0901

Telephone: (405) 271-2359 extension 48901  
Fax (405) 271-2480