

For Administrative Use Only

PS Course ID #

# Request to Add a Course

(All Sections Below Must be Completed)

College:	Department:	Date:
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Department Prefix & Course Number:	Abbreviated Course Title (Not to exceed 25 Characters):
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Course Title (not to exceed 75 characters):

Semester/Term Course Will Be Added:	Faculty responsible for the course:
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Credit Hours: \_\_\_ or Clock Hours: \_\_\_ If variable: Minimum \_\_\_ Maximum \_\_\_ per semester

Can this course be repeated?  No  Yes (I.e. Dissertation research, Seminar, Directed Readings, Special Studies)

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: \_\_\_\_\_

Will this course be included in a Regents' approved 100% online or Interactive Video Curriculum? Yes \_\_\_ No \_\_\_

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 and syllabus for EACH cross listed and/or multi-level course must be submitted to the Office of Admissions and Records prior to being placed on the APC Agenda. Instructions for cross listed and multi-level courses are found on page 4.

Term(s) or Semester(s)  Fall  Spring  Summer  Rotation  Intersession  Yr-Long

Normally Offered:

Instruction Mode:  Traditional (FTF > 75%)  Hybrid (Mixed : <75% FTF)  Distance (100% Online and Interactive Video)

*Definitions on pages 4*  Independent /Directed Study  Internship/Practicum

Class Components:  Lecture/Discussion  Lecture/ Lab  Lecture/Clinical  Clinical  Laboratory  Seminar

*(Select ONE - Definitions on pages 4)*  Internship/Practicum  Independent/ Directed Study

Hours per Week/Component: \_\_\_ Lecture/Discussion \_\_\_ Laboratory \_\_\_ Clinical \_\_\_ Internship/Practicum \_\_\_ Seminar  
\_\_\_ Independent/Directed Study

Medicine Phase:  I  II  III

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

Year(s) in Program:  I  II  III  IV

Evaluation methods:  Exams  Papers  Presentations  Clinical Performance  Other \_\_\_\_\_

Type of Grading:  Letter  S/U

Course is:  Required  Elective  Selective

**Course Description** *(Must not exceed 50 words):*

**What is the rationale for the course addition?**

**Will the addition of this course increase or decrease the total hours required for the program?  
If yes, please submit Oklahoma State Regents Program Modification form.**

**A copy of the current and proposed curriculum must be included in order for the APC to review the course.**

Current and proposed curriculum attached

**Attach a course syllabus with numbered pages. Required syllabus components are found at**  
<http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>

**Preferred - How to Electronically Submit the “Add a Course” Form to APC - Preferred**

1. Download form and sign form using your Abode digital signature. Attach form, a syllabus in MS Word format, and a copy of the current and proposed curriculum.
2. The syllabus must use the Required Syllabus Format found at <http://admissions.ouhsc.edu/FacultyAdministration/RequiredSyllabusFormat.aspx>
3. Email to the next college official.
4. The last college official (dean or dean’s designee) should select **SUBMIT to APC** which will create an email to the APC secretary.
5. Select the Insert File tab, attach the syllabus in MS Word format, copy of the current and proposed curriculum, and SEND.

<b>APPROVALS</b>		<b>Type Name Below</b>	<b>Digital Signature</b>	<b>Date</b>
	<b>Dept. Chairperson</b>			Date:
	<b>College Curriculum Review Committee</b>			Date:
	<b>Professional College Dean</b> (or Dean’s Designee)			Date:
	<b>Graduate College Curriculum Review</b>			Date:
	<b>Graduate College Dean</b> (or Dean’s Designee)			Date:
	<b>Academic Program Council</b>			Date:
<b>Provost</b> (for the President)			Date:	

**Submit to APC**

**FOR ASSISTANCE COMPLETING THIS FORM OR SUBMISSION, PLEASE CONTACT THE OFFICE OF ADMISSIONS AND RECORDS**

Telephone: (405) 271-2359 extension 48901

### **Instructions for Cross-Listing a Course**

**Cross-listed** courses have identical names, credit/clock hours, course numbers, description, and requirements. Only the departmental prefix is different. A course form must be submitted to APC for each cross-listed course. The original department “controls” the course. Forms for all cross-listed courses must be received in order for the course to be placed on the APC agenda. It is the responsibility of the department initiating a cross-listed course to assure a form is submitted for each cross-listed course.

### **Instructions for Multi-Level Courses**

**Multi-Level** courses are taught to different levels of students (undergraduate, graduate, & professional) in one classroom. Lectures are the same but students have differing requirements based upon student level (undergraduate, graduate, and professional). Separate APC forms carrying course numbers (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional) and syllabi specific to the student level and must be submitted for *each* course. A memo explaining how the requirements differ should accompany the submission to APC. Professional students must have satisfied the requirements equivalent to a bachelor’s degree as determined by their academic program prior to enrollment in a multi-level course.

### **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 individually 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.

### **Description of Class Components:**

**Lecture/Discussion:** A class where formal discourse is the primary means of instruction. This includes face-to-face and or synchronous/ asynchronous delivery.

**Laboratory:** A class where testing, experimentation, or practice occurs.

**Clinical:** A class involving observation or treatment of patients.

**Internship/Practicum:** A class that provides practical experiences for advanced students or graduates in a professional field.

**Seminar:** A class where a group of students gather with an instructor for a course of study.

**Independent/Directed Study:** A class where the instructor works with the student as an individual.