

## College

### Definition

College where proposal should be housed.

### Usage

Only make proposals for your own college(s).

### Example

College of Polymer Science and Polymer Engineering

## Department

### Definition

Department proposal should be housed within.

### Usage

Only make proposals for your own department(s).

Choose primary department from which this proposal originates.

### Example

Polymer Science

## Author – Proposed Creators

### Definition

Full-time Faculty member(s), as defined by the unit, proposing the change.

### Usage

At least one full time faculty.

All authors listed are notified when workflow is completed.

To check status of proposal in process: <https://bulletin-working.uakron.edu/courseadmin/>

## Projected term of implementation – Term and Year

### Definition

You can enter changes as needed during the calendar year. Bulletins will be published annually for each Fall semester.

### Usage

Specify which bulletin year to update.

For Fall 2020 publication, work must be submitted by end of Fall 2019.

### Example

Fall 2019

## Is the current proposal dependent on a related program proposal?

### Usage

If yes, specify the related program proposal.

Each proposal will complete submission workflow.

On approval, each will be entered together into PeopleSoft and the bulletin for next academic year.

### Related Program Proposals

#### Definition

Identify all related program proposals.

#### Usage

If there are related program proposals (there can be one or more), enter them here.

## Is the current proposal dependent on a related course proposal?

### Usage

If yes, specify the related course proposal.

Each proposal will complete submission workflow.

On approval, each will be entered together into PeopleSoft and the bulletin for next academic year.

### Related Course Proposals

#### Definition

Identify all related course proposals.

#### Usage

If there are related course proposals (there can be one or more), enter them here.

## Rationale: Why is this change or addition to the University curriculum being proposed? Provide a concise description

### Usage

Please include a statement of justifications for the requested change.

### Example

Reducing number of credit hours to be in compliance with our recent accreditation visit.

## Subject Code

### Definition

A four digit code for the department/program.

### Usage

Select from the listing of established subject codes.

### Example

7400 - Family and Consumer Sciences

3450

the established subject code for Mathematics courses taught by the Mathematics department.

2020

the established subject code for Mathematics courses taught by the Applied General and Technical studies department.

## Course Number

### Definition

100 = first year

200 = second year

300 = third year

400 = fourth year

500-699 = Masters

700-899 = Doctoral

### Usage

Work with your department to determine a unique course number.

## Short Title

### Definition

Abbreviated title. Limit to 30 characters, including spaces.

### Usage

The short title appears on transcripts, Brightspace course titles, and in Degree Progress Reports. For display in UA Enterprise reporting tools.

### Example

Family Health & Home Nurs

## Long Title

### Definition

Descriptive title.

### Usage

The long title appears in the bulletin and when students are registering for courses.

### Example

Family Health & Home Nursing

## Grading Method

### Definition

The grading system used for every section, all sections, of a course.  
Developmental is a letter grade that carries no point value.

### Usage

Letter Grading: traditional letter grade values (A, B, C, D, F).  
Credit / No Credit: for mandatory class for which a grade is not awarded.  
Developmental Grading Basis: Use for Developmental programs is discontinued.

### Example

Credit / No Credit: Mandatory introductory course, Thesis research, Dissertation research.

## Is this a Crosslisted course?

### Definition

A single course that can be offered in more than one department. The course would satisfy degree requirements, prerequisites, etc., regardless of which department is offering the course.

### Usage

At UA, there are very few courses that are considered crosslisted.

## Crosslisted Courses

### Usage

Add the courses here.

## Undergraduate/Graduate Relationship?

### Definition

Defines a relationship between a course that is offered at the undergraduate and graduate level. Facilitates the review process.

### Usage

These courses typically meet during the same time and in the same location, but the graduate students must complete additional requirements.

If this is the undergraduate course, identify the related graduate course.

If this is a graduate course, identify the related undergraduate course.

## Typically Offered

### Definition

A course can be offered in any term. Specify in which semester the course is usually offered.

### Usage

Check one box only. For sequential courses, consider offering the courses in Academic calendar year order (Fall first, then Spring).

### Example

For Advanced Calculus I and Advanced Calculus II, offer Advanced Calculus I in the Fall semester and Advanced Calculus II in the Spring.

## Final Exam

### Definition

Will this course have a final exam? If a final exam is being offered, specify when.

### Usage

A response of 'Yes' does not create an obligation to offer a final exam every semester.

**Caution:** You will only get a room during finals exam week if the response is 'Yes'.

### Example

Internships, clinicals do not have final exams.

## Course Description

### Usage

The course description appears when students are registering and in the bulletin.

No character limit, however please be concise.

### Example

A reasonable description:

"Explores selected concepts and issues relevant to community health nursing. The effects of legal, ethical, economic, and political issues on community health nursing are discussed."

(from 8200:470 - Community Health Nursing)

## Prerequisites

### Definition

Identifies course(s) that must be completed first.

### Usage

Language also used in bulletin.

## Pre/Corequisites

### Definition

Courses listed as pre/corequisites can be completed prior to taking the course or taken at the same time as the course.

### Usage

Language also used in bulletin.

## Corequisites

### Definition

Identify course(s) that must be completed concurrently with this course.

### Usage

Language also used in bulletin.

## \*Are there any other prerequisites for taking this course?

Admission to (College, Department, or Major)

Audition

Permission of department

Placement of advisor

Student's minimum academic standing

Student's minimum academic standing in the college/department/major

## Explain how these multiple prerequisites interact.

### Usage

Enter your response in the text area.

## Repeatable for additional credit?

### Definition

For additional credit. Not for a grade repeat.

### Usage

Yes or No

### Example

Seminars, special topics.

Total completions

### Usage

Enter the allowed maximum number of completions.

Max credits

### Usage

Enter the maximum number of credits that can be earned repeating the course.

## Component

### Definition

Enter any format that can be used for this course.

### Usage

For each format selected, enter the following:

**Credit Hours per Component** - enter the semester credit hours earned by a student completing this component of the course. Attach old and new syllabus if changing credit hours.

For many courses, we are tracking this data for the first time. So, if zero (0) is displayed, no prior information was entered.

**Weekly Contact Hours per Component** is the number of hours faculty member will spend face to face with students. Using the Carnegie system (a 50-minute hour), enter the number of hours meeting weekly in class.

**Primary Component** - identifies to which component the final grade for the course is attached. Select only one primary component.



## Credit Hours

### Definition

The sum of the above component credit hours.

### Usage

Ensure number is the sum of credit hours per component.

The number entered must equal total of above credit hours component(s).

### Example

Lecture for three credits and a lab for one credit. The total should be four credits.

## Does this course fulfill a General Education requirement?

### Definition

If yes, all required information for Gen Ed approval is listed here.

For additional information, see the General Education web site:

<https://www.uakron.edu/general-education/>

### Usage

Choose yes or no. Answering 'yes' will expand the form and present additional questions.

## Attach Course Outline

### Usage

Attached files are easily removed, too.

### Attach Course Outline

Uploaded Files:

Files To Be Uploaded:

Leepfrog Online-7-11.pdf [Remove](#)

Attach Course Outline

**Textbooks: Enter required textbooks or N/A if there are none.**

**Usage**

To ensure resources are available. List currently used text, articles, open source materials, and journals.

Note: Normal semester changes do not require an update in CIM.

**Bibliography: Enter the bibliography of source materials used in this class. Attach another page if necessary.**

**Usage**

Useful for enabling the University Library to evaluate whether additional resources are needed to support the course.

**Course considered for inclusion in TAG (Transfer Assurance Guide)?**

**Definition**

To have the course evaluated for transfer credit to other Ohio higher education institutions.

**Usage**

Enter yes or no.

Once your proposal reaches OAA, you will be contacted for additional information.

For reference, please see: <https://www.ohiohighered.org/transfer/tag>

**Cancel**

**Definition**

Close form, abandoning unsaved changes.

**Save Changes**

**Definition**

Saves work in progress, does not submit into workflow

**Usage**

For not ready to submit proposals, works in progress.

## Start Workflow

### Definition

Submit current form into workflow.

### Usage

Begins the review process and moves the proposal to the next group in the workflow. The next group in the workflow is sent an email advising the proposal is ready for their review.