New Course Request Form

**Course Information**

Department Requesting New Course Number: __________________________________________________________

Chair/Program Director requesting new number: ______________________________________________________

Course Title: __________________________________________________________

Course Outline or Syllabus: *(Required. Must be attached otherwise this form cannot be processed. Refer to reverse page for requirements.)* Max of 5 sentences for course description (Catalog Language).

_____ Lower Division  _____ Graduate  _____ Certificate

_____ Upper Division  _____ PhD  _____ CEU

Units: _____  Variable: _____  Min Credit: _____  Max Credit: _____  Fixed:_____  Repeatable: _____

Max hours towards Degree: ______

Estimation of Hours of Student Engagement in Course _____ *(Attach calculation, if not included in syllabus.)*

Policy on credit hours, see back page.

_____ Letter Grade  _____ Pass/No Pass  _____ Remedial Credit

Prerequisite Courses: __________________________________________________________

Corequisite Courses: __________________________________________________________

Prohibited Courses (Courses Constituting Duplication of Coursework): __________________________

Non-Academic Prerequisites (i.e. high school chemistry): __________________________

This course is a prerequisite for: __________________________________________

This course is a corequisite for: __________________________________________

**NDNU Requirements Met**

Concentration:  Core:  Elective:  

Minor:  Core:  Elective:  

**Required Signatures**

Dean Signature:  Date:  

Chair Curriculum Committee:  Date:  

**POLICY ON CREDIT HOURS**
Unit of Credit – Undergraduate, Graduate, and CEU:

- A unit of credit at the Undergraduate level represents approximately 45 study hours, e.g., 15 study hours of in-class contact and 30 study hours of out-of-class preparation.
- A unit of credit at the Master’s level represents approximately 60 study hours, e.g., 15 study hours of in-class contact and 45 study hours of out-class preparation.
- A unit of credit at the doctoral level represents approximately 75 study hours, e.g., 15 study hours of in-class contact and 60 study hours of out-class preparation.
- Continuing Education Credit is awarded on the basis of one continuing education unit (CEU) for each 10 study hours of instruction.

*CEUs earned may not be applied to, nor substituted for, degree requirements under any circumstance.*

Requirements for Course Outlines or Syllabi attached to the New Course Request Form:

- Must include a course description for the catalog. Maximum of 5 sentences.
- Must include course-level learning outcomes, preferably with links to program and/or institutional learning outcomes.
- Must include sufficient detail about types of assignments to make an estimate of the number of hours an average student will engage with the course material. (Course outlines generally will not list actual assignments.) Total hours of engagement (in-class time, homework, reading, projects, etc.) should be in compliance with the Credit Hour Policy. (Note that a learning outcomes justification can also be used. See the full Credit Hour Policy.)