

# 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 hour 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.)