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.

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**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

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**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
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 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.

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 Underwater Basket Weaving 101 and Underwater Basket Weaving 102, offer 101 in the Fall semester and 102 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?* Chris, sends out to Joe. Chris will status me.

Academic Standing

Academic Standing in (College, Department, or Major)

Admission to (College, Department, or Major)

Audition

Permission of department

Placement of advisor

**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.

**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/](https://www.uakron.edu/general-education/)

**Usage**
Choose yes or no. Answering ‘yes’ will expand the form and present additional questions.
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.