

UNDERGRADUATE COUNCIL

Request for New Course

Originating unit requesting course: _____

New course title: _____

New course number: _____

Appropriate computer abbreviation if title is more than 30 spaces: _____

Prerequisites for new course:

Effective date for course (semester and year): _____

Instructional methodology (Click in box to the left of the name to select a course type.)

(See departmental chairperson or deans for definition of type.):

- | | | | |
|--------------------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> activity | <input type="checkbox"/> clinical | <input type="checkbox"/> directed study | <input type="checkbox"/> internship |
| <input type="checkbox"/> laboratory | <input type="checkbox"/> lecture | <input type="checkbox"/> lecture w/integrated lab | study away/domestic |
| <input type="checkbox"/> performance | <input type="checkbox"/> research | <input type="checkbox"/> seminar | <input type="checkbox"/> study abroad/int'l |

Description of new course (as it will appear in catalog copy):

1. Submit a representative course syllabus that includes the following:

- a. A concise course description including the course purpose (e.g. fulfill part of university, college, or department mission, discipline requirement, program enrichment, etc.) and course instructional methodology (e.g. lecture, laboratory, lecture and laboratory, clinical, internship, etc.)
- b. the goals of the course;
- c. a clear statement of course expectations - essentially, what students shall be expected to do in order to satisfactorily complete the course at different performance levels (generally speaking, what does it take to get an A, B, C, etc.);
- d. a statement of the faculty member's policies on attendance, make-up work, missed exams, etc;
- e. information concerning major projects or papers and when these assignments must be completed by the students;
- f. information about the number and dates of the exams;
- g. statements reflecting TCU policy regarding accommodations under Americans with Disabilities Act (ADA) ([this disabilities statement](#) MUST be included *verbatim*) and university policy regarding academic misconduct ([this statement](#), while not required, may be used); and
- h. a statement indicating how the instructor can be reached and how office hour requirements will be met.

A [syllabus template](#), which includes these required elements and others, is available from the Koehler Center.

**2. Faculty Resources: How will the unit provide faculty support for this course?
Describe how this course will impact other current departmental listings.****3. Educational Resources: Will this course require additional resources not currently available (e.g., space, equipment, library)?** Yes No**4. If this course affects other units of the University, include a statement signed by chairperson of the affected unit(s).****5. If cross-listed, provide evidence of approval of all curriculum committees appropriate to both the originating and cross-listed units.****6. If this course is to be delivered online, include a letter from the Koehler Center stating that program administrators and identified faculty are working with the Koehler Center to TCU Distance Learning requirement.**

7. Credit Hours: How many credit hours should the class be assigned, based on University guidelines?

Please note the note the following when making credit hour determination:

Guidelines require 37.5 clock hours / 2,250 minutes per 3 credit-hour class in a semester (2,100 minutes of class time + 150 minutes for final exam = 2,250 minutes total)

Minimum Credit Hour Time Requirements**Class Minutes Final Exam Allowance Total Minutes**

1-Hour Course	600	150	750
2-Hour Course	1350	150	1500
3-Hour Course	2100	150	2250
4-Hour Course	2850	150	3000

Approval signature of chairperson of originating unit