

NEW UNDERGRADUATE AND GRADUATE COURSE PROPOSAL

Originating College or School:

Select appropriate council for review:

Undergraduate Course for Undergraduate Council Review

- (50000 - level courses are considered both undergraduate and graduate level courses and should first be routed to the Undergraduate Council for review and approval. UG Council will then route approved courses to Graduate Council for review and approval.)
- Core Curriculum Consideration (course requests to be vetted by core curriculum committee for addition to TCU Core Curriculum following approval by Undergraduate Council)

Graduate Course for Graduate Council Review

Type of action: In-person course Fully online course* (Fall and/or Spring Semesters Only)

Semester and year course will take effect:

New course title:

Appropriate computer abbreviation (30 spaces or less):

Course component type:

New course number:
(if cross-listed; include these course numbers as well)

Prerequisites for new course:

New course description (as it will appear in catalog copy):

Fully Online Courses*

All online courses and/or distance learning offerings must meet compliance regulations as defined by specific state and federal legislation. TCU Distance Learning is any for-credit instruction provided to a TCU student outside the State of Texas. This includes internships, clinical, video conferencing, online, or any other delivery format that crosses state lines. Completion of the current TCU eFaculty Training and conducting online courses as indicated in the training will ensure compliance with online and distance education regulations.

Attach **syllabus** using the TCU Syllabus template (see <https://cte.tcu.edu/syllabus-templates/>) and TCU Syllabus checklist.

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

Please 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 follow:

- 1-Hour Course / 600 Class Minutes + 150 Final Exam Allowance = 750 Total Minutes
- 2-Hour Course / 1350 Class Minutes + 150 Final Exam Allowance = 1500 Total Minutes
- 3-Hour Course / 2100 Class Minutes + 150 Final Exam Allowance = 2250 Total Minutes
- 4-Hour Course / 2850 Class Minutes + 150 Final Exam Allowance = 3000 Total Minutes

Faculty & Other Resources: How will the unit provide support for this course and any potential impact this course may have on current departmental listings or programs?

Additional resources required:

Faculty:

Space:

Equipment:

Library:

Financial Aid:

Other:

Change in teaching load: Yes No

Does this course impact other units of the University? Yes No

If yes, attach supporting statement signed by chair of affected unit.

attached files can be seen and managed in Acrobat Pro by clicking on View > Show/Hide > Navigations Panes > Attachments

If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and the cross-listed units.

attached files can be seen and managed in Acrobat Pro by clicking on View > Show/Hide > Navigations Panes > Attachments

If this course qualifies for a differential tuition amount, please explain:

Chair of Originating Unit: (Chair is also attesting that the appropriate departmental curriculum committee has reviewed and approved the change, if applicable):

Name:

Unit:

Signature:

College curriculum committee chair (attesting to committee review and approval):

Name:

Unit:

Signature:

Dean or Dean designee approval.

Name:

Unit:

Signature: