Quarter to Semester Conversion Template: Courses

This template presents the information that will need to be submitted to and reviewed by the Office of Academic Affairs for quarter to semester conversion of courses. An electronic submission process has been developed. The goal is to have the online worksheet already filled in with as much information from the current system as possible, and to use terminology consistent with the Student Information System [SIS]. This template has been modified based on user feedback.

GENERAL COURSE INFORMATION

1. Course Bulletin Listing / Subject Area (Note: This and subsequent headings are presented in the following format: Current academic terminology / SIS terminology)
2. Fiscal Unit / Academic Organization
3. College / Academic Group
4. Level / Career (undergraduate, graduate, etc.) (Note: Can select multiple careers)
5. Course number / Catalog number (Note: Four digit number with optional addition of 2-digit decimal and/or single letter suffix [H = honors, E = honors embedded, S = service learning, T = Agricultural Technology Institute course])
6. Course title (100-character maximum)
7. Transcript abbreviation of course title (18-character maximum)
8. Course description (250-character maximum for inclusion in Course Bulletin)
9. Semester credit hours / Semester units:
   - Fixed or Variable credit
   - Single number or minimum and maximum number

OFFERING INFORMATION

10. Length of course (14-week semester, 7-week term, 4-week May session, 12-week May + Summer combined) Note: Can select multiple offering lengths
11. Flex Scheduled Course (Always / Sometimes / Never)
12. Does any section of this course have a distance education component (Yes / No)
   - If yes, is any section of the course offered... (Note: check all that apply)
     - 100% at a distance?
     - Greater or equal to 50% at a distance?
     - Less than 50% at a distance?
13. Grading basis (Letter grade, Satisfactory / Unsatisfactory, Progress: Satisfactory / Unsatisfactory, Progress: Letter grade)
14. Repeatable (Yes / No)
   • If Yes, state:
     • Maximum number of credit hours / units allowed
     • Maximum number of separate course completions allowed
     • Whether to allow multiple enrollments in a term (Yes / No)

15. Course components (lecture, laboratory, recitation, clinical, field experience, independent study, seminar, workshop)
   • To which component should the course’s grade roster be attached?

16. Available for credit by examination (Yes / No)
   • If yes, select exam type (Note: check all that apply)
     • Advanced Placement Program (AP)
     • College Level Examination Program (CLEP)
     • Departmental Exam
     • EM Tests via university Office of Testing
     • International Baccalaureate

17. Admission Condition course (Yes / No)
   • If yes, select conditions (Note: check all that apply)
     • Any recommended requirement
     • English
     • Foreign Language – Hours
     • Foreign Language – Level
     • Math
     • Natural Science
     • Social Science
     • Visual or Performing Arts

18. Off-campus (Always / Sometimes / Never)

19. Campus of offering (check all that apply: Columbus, Lima, Mansfield, Marion, Newark, Wooster / ATI)

20. Prerequisites / co-requisites (500-character maximum; include both quarter and semester courses, if known)

21. Exclusions (500-character maximum; include both quarter and semester courses, if known)

22. Cross-listings (250-character maximum)

23. U.S. Department of Education's Classification of Instructional Programs (CIP) code (Note: search <http://nces.ed.gov/ipeds/cipcode/> for list of options)

24. Subsidy level (Professional, Doctoral, Masters, Baccalaureate, General Studies, Developmental, Technical)
25. Intended rank, within their program of study, of students enrolling in this course: freshman, sophomore, junior, senior, masters, doctoral, and/or professional (Note: check all that apply)

QUARTERS to SEMESTERS

26. Quarter to semester conversion designation (select most appropriate choice):
   - **New course** – Give a rationale statement explaining the purpose of the new course, including what academic units were approached for concurrence if applicable.
   - Modified or re-envisioned course that includes substantial parts of the content and learning goals of one or more quarter courses -- **List the current courses by number and title that are to be subsumed into proposed course**
   - **Semester equivalent** of a quarter course (e.g., a 5 credit hour course under quarters which becomes a 3 credit hour course under semesters) -- **List the number and title of current course being converted**
   - **Semester equivalent** of a quarter course sequence (e.g., a 3 quarter sequence becomes a 2 semester sequence, a 2 quarter sequence becomes a 2 semester sequence, a 2 quarter sequence becomes a 1 semester course) -- **List the current and proposed sequences by number and title**
   - **Transition or bridge course** -- Explain the role of the course, identify the current and proposed courses for which it will serve as a bridge, and how long the course will be offered (A 2-year maximum is recommended.)

27. Requirement / Elective designation (check all that apply):
   a. Required for this unit's degrees, majors, and/or minors
   b. General Education course
   c. Elective course (for this or other units) or service course for other units

COURSE DETAILS

28. Course goals or learning objectives / outcomes (i.e., knowledge, skills, and attitudes / perspectives) to be attained by students at time of successful completion of course. *(Notes: These should be broad goals, not necessarily detailed ones. These may or may not correspond with the program goals of those programs requiring the proposed course. A minimum of 2 to 4 goals is recommended. Inclusion of course goals is encouraged but not required unless already mandatory due to specific college requirements or General Education status of the course. Course goals will be required for all course proposals received after the semester conversion is accomplished. When using the on-line entry system, enter one goal per text box and add text boxes as needed.)*

29. Content topics list *(Notes: These should be broad topics, not necessarily detailed ones. If the course is a "special topics" or seminar course where topics change with term of offering,)*
indicate the overall type of topics without specifying individual content. Enter one topic per text box, and add text boxes as needed.

Notes: Initiators are encouraged to work with their college’s curricular associate dean for guidance on how to complete this Course Details section. For more information on developing course goals and other course design topics, contact the University Center for the Advancement of Teaching for consulting services, workshops, and recommended readings <http://ucat.osu.edu/>.

ATTACHMENTS  (Note: Attachments are not required for most course proposals. The following list applies to those course proposals that have approval requirements beyond what is required by the Office of Academic Affairs.)

a. Syllabus (only if required by college for approval)

b. Concurrence letters, if appropriate

c. Additional documentation, as appropriate for:
   • General Education approval
   • Honors approval
   • Office of International Affairs approval
   • Graduate School approval

Version Guide

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<td>• Added SIS terminology to selected fields</td>
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<td>• Added course number suffixes (H, E, S, T) and removed separate questions identifying those types of courses</td>
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<td>• Modified prerequisites and co-requisites question to ask if they should be enforced</td>
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