

Appendix D: Course and Program Templates

<https://curriculum.osu.edu>

Course Request

Request Status: NEW * **Denotes Required Field**

Course Term Information

Effective Term [/https://assist-](#) Choose

[erp.osu.edu/assistCurriculum/effectiveTerm.html](https://assist-erp.osu.edu/assistCurriculum/effectiveTerm.html)

Semester/Term	Course change forms to be included in normal registration for upcoming term, to Registrar by:	All other forms, to Registrar by:
Spring Semester	September 1	December 1
Summer Term	January 1	April 1
Autumn Semester	February 1	July 1

*Since registration begins shortly after the initial "course change forms" date, classroom assignments will increasingly be set and students actually enrolled in classes. Therefore, after that time departments will need to assume responsibility for locating classroom space and for informing students of substantive changes to courses, including significant course content changes, credit hours, grading basis, and the addition of new course requisites.

General Information

Course Bulletin Listing/Subject Area Choose

What displays in the Course Bulletin [/https://assist-](#)

Fiscal Unit/Academic Org Choose

[erp.osu.edu/assistCurriculum/co](https://assist-erp.osu.edu/assistCurriculum/co)

College/Academic Group Choose

Level/Career (can select multiple)

To select multiple items, hold the Ctrl or Cmd key and click.

Course Number/Catalog -

[erp.osu.edu/assistCurriculum/number.html](https://assist-erp.osu.edu/assistCurriculum/number.html)

Course Title

100 characters remaining

Transcript Abbreviation

18 characters remaining

Course Description

[erp.osu.edu/assistCurriculum/description.html](https://assist-erp.osu.edu/assistCurriculum/description.html)
400 characters remaining

Semester Credit Hours/Units Fixed Variable

Offering Information

Length of Course 14 Week 12 Week 8 Week 7 Week 6 Week 4 Week

Flexibly Scheduled Course

Does any section of this course have a distance education component?

erp.osu.edu/assistCurriculum/distance.html

Grading Basis

Letter Grade
 Satisfactory/Unsatisfactory
 Progress - S/U
 Progress - Letter

Repeatable No

Course Component

Clinical
 Field Experience
 Independent Study
 Laboratory
 Lecture
 Recitation

Add >
 < Remove
 << Remove All

Grade Roster Component [https://assist-](#) Choose

erp.osu.edu/assistCurriculum/graded.html

Credit Available by Exam No

Off Campus [https://assist-](#) Never

erp.osu.edu/assistCurriculum/offCampus.html

Campus of Offering (check all that apply)

Columbus Marion Newark
 Lima Mansfield Wooster (AT)

Prerequisites and Exclusions

All courses listed will be assumed to be prerequisites unless otherwise specified. Please see the help text <https://assist-erp.osu.edu/assistCurriculum/prerequisites.html> for guidelines and examples.

Prerequisites/Co-requisites [https://assist-](#)
erp.osu.edu/assistCurriculum/prerequisites.html

500 characters remaining

Exclusions

500 characters remaining

Cross-Listings

Cross-Listings [https://assist-](#)
erp.osu.edu/assistCurriculum/cross.html

250 characters remaining

Subject/CIP Code

Subject/CIP Code -
[https://assist-](#) erp.osu.edu/assistCurriculum/cip.html Subject/CIP.Code.lookup.htm/register.osu.edu/cip/cip.aspx

Subsidy Level [https://assist-](#) Choose
erp.osu.edu/assistCurriculum/subsidyLevel.html

Use the above link to determine which level should be applied

Intended Rank (check all that apply)

Freshman Sophomore Junior Senior
 Masters Doctoral Professional

Requirement/Elective Designation

Requirement/Elective Designation [https://assist-](#)
erp.osu.edu/assistCurriculum/gen_ed_course.html

Required for this unit's degrees, majors, and/or minors
 General Education course
 The course is an elective (for this or other units) or is a service course for other units

Course Details

***** **Course goals or learning objectives/outcomes (knowledge, skills, and attitudes/perspectives) to be attained by students at time of successful completion of course** <https://assist-erp.osu.edu/assistCurriculum/goals.html>

250 characters remaining Add Remove

***** **Content Topic List**

250 characters remaining Add Remove

Attachments <https://assist-erp.osu.edu/assistCurriculum/attachments.html>

A syllabus is a required attachment for all new course requests. For guidance on developing a syllabus, please visit the [University Center for the Advancement of Teaching \(http://ucat.osu.edu/teaching-topics/course-preparation/syllabus\)](http://ucat.osu.edu/teaching-topics/course-preparation/syllabus).

+ Add...

Comments

1000 characters remaining

Actions

Save For Later Save and Continue Do Not Save/Return to Home

***** Denotes Required Field

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Program Request

Request Status: NEW * **Denotes Required Field**

General Information

* Fiscal Unit/Academic Org:

* Administering College/Academic Group:

Co-administering College/Academic Group (can select multiple):

Arts and Sciences
 Business
 Continuing Education
 Dentistry
 Education & Human Ecology
 Engineering

* Type of Program Request:

- New Program/Plan
- Significant changes to program goals and/or curricular requirements (e.g., degree/major name changes, changes in program goals, changes in core requirements, structural changes to tracks/options/courses)
- Minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
- Deactivated (i.e., program to be held in abeyance for possible future use, but not to be converted at present time, no new admissions shall be possible until reactivated, include effective date of deactivation)
- Terminated (i.e., final step which permanently eliminates the program, no new admissions shall be possible, include effective date for termination)

Attachments (<https://assist-erp.osu.edu/assistCurriculum/programAttachments.html>)

Before leaving the College/Division queue, please ensure that only a maximum of three attachments appear, a single document is preferred.

- Letter from the College
- The Proposal, which includes the following required information and supplemental information found at http://caa.osu.edu/caa_proposalsubmission.html / http://caa.osu.edu/caa_proposalsubmission.html:
 - Letter from the Program offering Unit
 - Program Rationale Statement and Executive Summary
 - List of Courses
 - Advising Sheet(s)
 and if applicable:
 - Transition Policy
 - Pre-major Advising Sheet
 - Co-administering Letter
 - Support/Concurrence Letter(s)
 - Additional Documentation for Ohio BOR Review

Comments

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Actions

* **Denotes Required Field**

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