

## College Review Guidelines for New Course Submissions

### A. Departmental Review

Before course proposals are sent to the CCC, they must be reviewed and approved by the chair of the relevant department or program, in conjunction with that unit's curriculum committee or equivalent. By submitting the proposal you indicate that such a review has taken place and that the proposed course fits into the overall curriculum in an appropriate fashion. Such a review must include an examination of a complete syllabus for the course as well as a consideration of the number of credit hours assigned. To ensure that the credit hours are commensurate with the work required. The following guidelines may be used.

*Credit hour guidelines:* One semester credit hour is earned for fifteen 50-minute sessions of classroom instruction, with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets for three 50-minute sessions per week for fifteen weeks, for a total of 45 sessions (with six hours per week of outside study or preparation by the student). For courses in which student activities is supervised as a group (e.g., lab, field trip, practicum, workshop, viewing of film or other media), a semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation by the student is expected. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

*Sample/typical Syllabus:* In examining the syllabus for the proposed course, it should be kept in mind that UF has a general policy regarding all syllabi, requiring that they contain the following (see [http://www.ir.ufl.edu/fac\\_handbook/syllabi.htm](http://www.ir.ufl.edu/fac_handbook/syllabi.htm)):

- Course title, professor's contact information, office location, telephone number, and TA contact information if applicable
- Office hours for the professor (and TA if applicable) during which the students may meet with the professor
- Course objectives and/or goals
- A topical outline (at least tentative) of subjects to be covered
- Methods by which students will be evaluated and their grade determined
- Policy related to class attendance
- Policy related to make-up exams and other work
- Policy regarding academic integrity
- Statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
- Required and recommended textbooks

*Gordon Rule or General Education Status,* contact Associate Dean W. Andrew McCollough, Chair of the General Education Council, 392-8436 x 1223. (Forms at: [www.cba.ufl.edu/publications/gened/gened.htm](http://www.cba.ufl.edu/publications/gened/gened.htm)). Please remember when applying for GenEd or Gordon Rule the GenEd Council requires all supporting documentation including a complete course syllabi. It is to be stressed that students often see syllabi as contractual in nature, and faculty are strongly encouraged to include sufficiently clear policies regarding the methods of determining grades so as to deter later confusion and controversy over those grades. A copy of this syllabus must accompany the course proposal at the time it is submitted to the CCC.

### B. Consultation

If there are any departments, programs or centers at UF with which this course might overlap in a substantial way, you **must** complete and submit the HHP Course Approval from Outside Departments form, along with a complete syllabus, to the chair or director of those units to determine whether there are objections or recommendations. The completed and approved course approval form must accompany the UCC1 form, syllabus guidelines, syllabus and curriculum plan using track changes when forwarded to the College Curriculum Committee.