

Course Inventory File – Curriculum Request

This form contains interactive fields. Please fill them out completely and then print a copy for signature and submission.

Please Note: To facilitate approval, please complete all fields, unless the request is for a course deletion.

INSTRUCTIONS FOR COMPLETING THE CIF ARE LOCATED ON PAGES 3 AND 4 OF THIS FORM.



Department:

Subject:

Catalog #:

(if applicable) Replacement Subject:

Catalog #:

CEHD ONLY

Does this course involve student teaching (CIP 13)?

Yes No

Select Action:

If submitting a change, select ALL that apply:

Title

Grading System

Subj. or Course #

Description

Credit Hours

Pre- or Co-requisite

Effective Term:

Cross-Listing(s)

Gen. Ed. Code(s)

Other *(note below)*

Gen. Ed. Requirement:

(if applicable; limit two)

No Change

Change

New Code(s)

Delete Gen Ed. Code

(not the course)

Culminating Undergraduate Experience (CUE)

Culminating Graduate Experience (CGE)

Cross-Listing(s):

New Cross-Listing(s):

Pre- or Co-requisites:

(e.g., "Prerequisite: ENGL 101")

Graduate Credit

(for 500-level courses)

Yes

No

**Enrollment
Maximum:**

Grading System:

Pass/Fail

Letter

Abbreviation for Title:

(24-character limit)

Typically Offered:

Full Course Title:

Catalog

Description:

(750-character limit)

**Credit
Units**

Min.

Max.

**Repeat for
Credit**

*If Yes,
Max. Allowed
Completions*

*If Yes,
Max. Allowed
Credit Units*

Type of Activity: *(indicate the number of contact hours/semester; for requirement information, refer to page three, Instructions/Definitions)*

Lecture

Lab

Independent Study

Field Work

**Class Component
Code (Required):**

**Community-Based
Learning (CBL)**

Sustainability Course

Attribute Value: *(if applicable)*

see page two for a list of component codes, CBL definition, and Sustainability attribute codes

Description of and Reason

for Change Requested:

(Additional pages may be attached, if needed)

Course fee

must be approved by the Board of Trustees

Date:

Dean/Dept. Chair:

Date:

Curriculum Chair:

Date:

Vice Provost:

Course Inventory File - Curriculum Request Form

Class Component Code:

Three-Character Class
Component Codes:

CLN – Clinical

CNF – Conference

CON – Continuance

COP – Cooperative
Education

DIS – Discussion

FLD – Field Experience
or Practicum

IND – Independent
Studies

INT – Internship

LAB – Laboratory

LEC – Lecture

REC – Recitation

RES – Research

SEM – Seminar

Community -Based Learning (CBL) Course Attribute:

Community-Based Learning (CBL) identifies a specific component of instruction in which students engage in community work.

Community is defined as outside of the UofL classroom and is based on collaboration between university and the larger communities (local, regional/state, national, global). Courses that study community issues but do not address those issues outside of the classroom are not defined as community-based learning courses.

CBL courses should reflect the following principles:

- 1) The syllabus does (or will) reflect how the course is serving community needs (learning objectives).
 - 2) The learning will be via a community experience that applies knowledge and integrates theory and practice.
 - 3) That experience will provide mutual benefit to the community partner and the student.
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Sustainability (SUST) Course Attribute:

As defined by the Sustainability Tracking, Assessment & Rating System (STARS):

Sustainability-focused courses have some aspect of sustainability as the overarching theme of the course.

Sustainability-related courses have some aspect of sustainability as a component or module within the course.

Three-Character
Sustainability (SUST)
Course Attribute
Values:

FOC - Sustainability-Focused

REL - Sustainability-Related

NOTE: If a course is community-based and the content includes sustainability, both course attribute fields should be completed.

Course Inventory File - Curriculum Request Form: Instructions and Definitions

The CIF - Curriculum Request Form contains interactive fields, please fill out the form and then print the form to generate a copy for signature approvals. **ALL FIELDS SHOULD BE COMPLETED UNLESS THE REQUEST IS FOR COURSE DELETION** (see instructions on Deletions below). Incomplete forms may be returned to the department without approval. Please clip all pages together (no staples).

DEPARTMENT: Full spelling of department

SUBJECT and CATALOG #: Enter the full course ID (example: ENGL 101).

REPLACEMENT SUBJECT and CATALOG #: Enter complete replacement course ID (if applicable).

SELECT ACTION: Make the proper selection from the drop-down list; if applicable mark type(s) of changes that apply (not needed for Adds).

ADD: When creating a new course, provide all necessary information. Individual unit policy may require additional materials. The Effective Term is the first term and year that the course will be offered. A draft syllabus or similar course proposal documentation should accompany all proposed course additions. For 500-level courses offered for graduate credit, a statement detailing additional requirements for graduate requirements must be included in the syllabus.

CHANGE: Any course change. Effective Term is the term and year when the course will be changed in the University curriculum.

DELETE: Any course being deleted from the University curriculum. The Effective Term is the first term and year in which the course will no longer be included in the University curriculum. When submitting a course for deletion, the required fields to complete are: **Department, Prefix and Course ID, Effective Term, Graduate School Credit, and Full Title.**

EFFECTIVE TERM: Semester and year that requested action is intended to be in effect (e.g., "Fall 2050" or "F50").

GENERAL EDUCATION/CARDINAL CORE REQUIREMENT (GER): Fill in GER code(s) for any course which satisfies a general education requirement. The unit dean's office has responsibility for finalizing the code(s). For a description of specific GER codes, reference Provost's web page, <http://louisville.edu/provost/ger/cardinal-core-program-proposal/codes-gers-outcomes/view>. A CIF is required whenever a GER code is added, changed or deleted by a unit. Changes to Cardinal Core courses should be cleared with the Cardinal Core program prior to submitting the CIF for Provost approval. **Note:** There is an approval process for making a course Cardinal Core that is separate from the CIF process: <http://louisville.edu/provost/ger/gecc>.

CUE/CGE INDICATOR: The culminating undergraduate experience (CUE) or culminating graduate experience (CGE) is designated within PeopleSoft by the course attribute, CUE or CGE. In a few instances, the CUE/CGE designation may be identified by a section attribute. The CUE/CGE designation will be added to the title, XXXXXXXX - CUE or XXXXXXXX - CGE.

CURRENT CROSS-LISTING(S): List IDs of all current cross-listings, even if they are not changing. Cross-listed courses are listed in the class schedule by two or more departments.

NEW CROSS-LISTING(S): List all new course IDs which will be cross-listed. Two CIFs must be completed when adding, changing, or deleting a cross-listing (one from each department). Remember, titles and descriptions must match.

PREREQUISITES: List all prerequisites, even if all are not changing. Prerequisites are determined by the academic department or unit.

GRADUATE SCHOOL CREDIT: Indicate by checking YES or NO if the course is to be offered for graduate school credit.

GRADING SYSTEM: Check box for appropriate grading system (Pass/Fail or Letter Grade)

OFFICIAL ABBREVIATION FOR TITLE: This abbreviation will appear in the CIF, the Schedule of Courses, and on students' transcripts. The abbreviation is limited to 24 characters, including spaces and punctuation. GER codes are included as extensions of the abbreviated course title, preceded by a dash. Current GER codes can be found at <http://www.louisville.edu/provost/GER>.

TYPICALLY OFFERED: From the menu, please select the option that best represents when the course is (or will be) offered.

FULL TITLE: Enter the complete title. GER codes are included as extensions of the abbreviated course title, preceded by a dash.

DESCRIPTION: Enter complete catalog description, including proposed or existing special restrictions or conditions. Description should be a concise statement of course content (750-character limit), rather than a full description of all course activities, objectives, etc.

CREDIT HOURS (per enrollment): Indicate minimum and maximum number of credit hours granted for completion of the course.

One credit hour of lecture, discussion or seminar requires at least 50 contact minutes (one "class hour") per week during a regular semester. A standard 3-hour lecture over a 14-week semester is 42 contact hours. Courses offered entirely or partially through distance education or other alternate methods must offer opportunities for a comparable amount of instructor contact. In addition, each course syllabus must indicate an expectation of at least 2.5 hours of out-of-classroom activity per week for each hour of credit. Lab, Field Work and Independent Study courses carry similar workload requirements.

See UofL's credit hour policy for complete guidelines for establishing course credit hours: <http://louisville.edu/oapa/credit-hours/uofl-policy>.

ENROLLMENT MAX: Indicate maximum course enrollment headcount.

REPEAT FOR CREDIT (Y/N): Indicate whether students may take the course additional times (more than once) for credit.

MAX. CREDITS (if repeat allowed): Indicate the maximum number of credits an individual student can earn by taking this course multiple times. Please include the allowed number of repetitions and maximum credit hours in the course description, e.g. "Note: Students may repeat course up to 3 times for a maximum of 9 credits."

TYPE OF ACTIVITY: Indicate the number of **contact hours** (not credit hours) in one semester for each applicable category.

1. The standard semester is expected to be 14 weeks of contact.
2. A standard 3-credit-hour lecture course would meet three times a week, so the number of semester contact hours generally would be 42. This is merely an estimate and does not need to take into account potential conflicts with holidays or the fact that a class-hour is 50 minutes in duration.
3. Laboratory courses generally have at least 2.5 contact hours per week for each credit hour.
4. Independent Study and Field Work contact hours are left to the discretion of the instructor, but please indicate the number of expected contact hours **per semester** over the course of a 14-week semester.

CLASS COMPONENT CODE: This code describes what type of course is being changed, added or deleted. Select the three-character code from page two of the form and enter it in the space provided. Select only the primary form of instruction (only one code may be selected).

COMMUNITY BASED LEARNING (CBL): Check this box to indicate courses with a CBL component. Community Based Learning (CBL) identifies a specific component of instruction in which students engage in community work. Community is defined as outside of the UofL classroom and is based on collaboration between university and the larger communities (local, regional/state, national, global). Courses that study community issues but do not address those issues outside of the classroom are not defined as community-based learning courses. CBL courses should reflect the following principles:

1. The syllabus does (or will) reflect how the course is serving community needs (learning objectives).
2. The learning will be via a community experience that applies knowledge and integrates theory and practice.
3. The experience will provide mutual benefit to the community partner and the student.

SUSTAINABILITY (SUST): The course content should be focused on (**code: FOC**) or related to (**code: REL**) addressing environmental, economic and/or social dimensions of sustainability. The discipline or major where these academic or research courses reside determine the specific sustainability constructs addressed, including—but not limited to—public health, economics, ecological, political or social issues.

DESCRIPTION OF AND REASON FOR CHANGE REQUESTED: Please clearly describe the change (e.g., "increase in credit hours from 2 to 3," "removed HPES 306 as a prerequisite") and the reason for the change (e.g., "revised title better reflects course content," "less credit due to reduction in contact hours"). This information can aid in timely approval for a CIF.

APPROVAL SIGNATURES: The form must be rerouted for signatures according to each school's procedures. Electronic signatures may not be accepted. Final approval for all courses must be given by the University Provost through the Office of Academic Planning and Accountability before being accepted and implemented by the Registrar's Office. Approved Course Inventory Files will be forwarded to the Registrar's Office after approval from the University Provost.

COURSE FEE: For information on proposing new course fees, visit <http://louisville.edu/provost/policies>.

PROCEDURE: Follow all the internal procedures of your unit. If you have questions, call the appropriate Dean's Office.

DEADLINE FOR THE SCHEDULE OF COURSES: For inclusion in the upcoming year's catalog, CIFs should be submitted to the Provost's Office with all the necessary approvals no later than January of the preceding academic year. Contact your dean's office for more information.

DEADLINE FOR ADDING OR CHANGING COURSES NOT PUBLISHED IN THE SCHEDULE OF COURSES: All requests are due by January of each year for the next academic year.

If you have questions regarding any of these instructions, call the Office of Academic Planning and Accountability at 852-6169.