UCCC Course Proposals – Frequently Asked Questions

1. In the proposal, make sure there is a CIP code listed and **not** a zip code.

2. In the catalog description, prerequisites should be listed in parentheses followed by contact hours and method of instruction.

    Example:
    (Prerequisite: PSY 3623). Three hours lecture. Survey of current concepts, research, and findings in social psychology.

3. Catalog description on syllabus and on course proposal should match. Catalog description on syllabus can have additional information, but the course proposal catalog description should appear first.

4. Contact hours are added correctly and are in increments of 3 or less.
    *   1 credit hour (lecture) = 15 contact hours
    *   1 credit hour (lab/studio) = 30 contact hours

    *   3 hours credit (lecture) course must have a minimum of 45 contact hours. Generally, 3 class meetings (MWF) or 2 class meetings (TTH) per week.
        Written as "Three hours lecture."
    *   2 hours credit (lab/studio) course must have a minimum of 60 contact hours. Generally, 4 hours on 1 day or divided between 2 days.
        Written as "Four hours laboratory/studio."
    *   3 hours credit (lecture/lab) course must have a minimum of 60 (30 lecture and 30 lab) contact hours. Generally, 2 class meetings of lecture and 2 class meetings of laboratory.
        Written as "Two hours lecture. Two hours laboratory."
    *   4 hours credit (lecture/lab) course could be written as:
        "Three hours lecture. Two hours lab."
        "Three hours lecture. Three hours lab."
        "Two hours lecture. Four hours lab."

5. Are there assignments or activities mentioned in the syllabus not included in the method of evaluation? Are percentages or points contained in the method of evaluation added correctly?

6. If participation is included in the method of evaluation in the syllabus, is there an explanation of how it will be assessed?

7. If attendance is included in the method of evaluation in the syllabus, is there an explanation of how it will be assessed?

8. Letters of support should be signed by the members of the curriculum committee.