

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 is being developed. The goal is to have the online worksheet already filled in with as much information from current courses as possible, and to use terminology consistent with the Student Information System [SIS]. This template may be modified based on user feedback.

GENERAL COURSE INFORMATION for REGISTRAR

1. Unit name or abbreviation, 4-digit course number, and course title
2. Transcript abbreviation of course title (18-character maximum)
3. Description (25 words or less for publication in Course Bulletin)
4. Semester credit hours (or range, if variable)
5. Length of course (semester, 7-Week term, May-term, other)
6. Repeatable (Yes / No); if Yes, state maximum number of credit hours
7. Honors (Yes / No)
8. Service learning (Yes / No)
9. Off-campus (Yes / No)
10. Available for credit by examination (EM) (Yes / No)
11. Delivery mode (distance education, classroom, hybrid, etc.)
12. Terms of offering (check all that apply: Autumn, Spring, May, Summer, other)
13. Campus of offering (check all that apply: Columbus, Lima, Mansfield, Marion, Newark, Wooster)
14. Undergraduate, graduate, or professional designation (*Note: combined undergraduate / graduate [UG] designator does not exist under the Student Information System [SIS]*)
15. Course components (e.g., lecture, laboratory, recitation), time distribution for each component (days per week, minutes per class meeting), and which components are graded
16. Grading plan (e.g., letter grade, satisfactory / unsatisfactory, progress)
17. Exclusions and cross-listings
18. Prerequisites and co-requisites
19. Expected enrollment
20. Number of sections
21. Space needs (choose from drop down menu of options)
22. Technology needs (choose from drop down menu of options)
23. Subject code (if not known by department, this may be selected at college / division level)
24. Subsidy code (if not known by department, this may be selected at college / division level)

ROLE of COURSE

25. Quarter to semester conversion designation (select most appropriate choice):
- a. **New or re-envisioned course** with new combination of student learning goals and content topics, newly aligned with appropriate program goals
 - b. **Modified 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**
 - c. **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**
 - d. **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**
 - e. **Transition or bridge course** -- Explain the role of the course, 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.)
26. Intended rank, within their program of study, of students enrolling in this course (check all that apply: freshman, sophomore, junior, senior, masters, doctoral, professional)
27. Requirement / elective designation (check all that apply):
- a. Required for this unit's majors or degree programs (list majors, degrees)
 - b. Required for different units' majors or degree programs (list units, if known)
 - c. Required for this unit's minors (list minors)
 - d. Required for different units' minors (list minors, if known)
 - e. General Education course (list category or categories, if known)
 - f. Elective course (option among specified category of courses in major or degree program)
 - g. Elective course (option among specified category of courses in minor)
 - h. Elective course

COURSE DETAILS*

28. Course goals** (i.e., knowledge, skills, and attitudes / perspectives) to be attained by students at time of successful completion of the 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.*)
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.*)

**Notes: Departments are encouraged to work with their college's curricular associate dean for guidance on how to complete this 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/>>.*

***Additional notes: Inclusion of course goals is encouraged but not required unless already mandatory due to specific college requirements or General Education status of the course. In the future, course goals will be required for all course proposals received after the semester conversion is accomplished.*