

CEM Course Request Form

Note: 500-level courses are foundational and lecture-based
600-level courses are advanced and may be non-lecture-based

Course #:

Semester & Year: Credit hours*: Max # of Students:

Course title: Max 30 letters

Course coordinator(s):

Do you want a registration permission restriction on this course? Yes No

Student name(s), if known:

Modality:

Day(s): Time: Location:

Course description (paragraph outlining the purpose of the course) **REQUIRED:**

Description of grade determination (exams, presentations, papers, etc.) **REQUIRED:**

Graduate Director Approval:

The guidelines for contact hours for Fall and Spring are below:

1 credit: 50 minutes a week x 14 weeks = 700 minutes total
2 credits: 100 minutes a week x 14 weeks = 1,400 minutes total
3 credits: 150 minutes a week x 14 weeks = 2,100 minutes total
Each additional credit goes up by 50 minutes per week.

The guidelines for contact hours for Summer are below:

1 credit: 70 minutes a week x 10 weeks = 700 minutes total
2 credits: 140 minutes a week x 10 weeks = 1,400 minutes total
3 credits: 210 minutes a week x 10 weeks = 2,100 minutes total
Each additional credit goes up by 70 minutes per week.