

REQUEST FOR THE ADDITION, DELETION OR CHANGE OF A COURSE

A. DEPARTMENT:

COLLEGE:

DIVISION:

B. COURSE ACTION REQUESTED:

1. Addition of a **new course**
2. Deletion of a course
3. Change of an **existing course**: Check all which apply (*supply old information in parenthesis*)
- a. Title (*Old title:*)
- b. Code (*Old code*)
- c. Number (*Old number*)
- d. Description ([attach old description below](#))
- e. Course level (*Old level:*)
- f. Course prerequisite (*Old prereqs:*)
- g. Test score prerequisite (*Old prereq:*)
- h. Registration restrictions (*Old restriction:*)
- i. Addition/removal/change of a Distance Education (DE) designation: (*Old designation:*)
- j. Other (describe):

C. COURSE INFORMATION:

1. COURSE SUBJECT CODE (rubric)

2. COURSE NUMBER

3. COURSE TITLE

a. Short Title (*30 character maximum – required for ALL courses*):b. Long Title (*if needed, in addition to the short title*):4. Course already exists as Undergraduate Graduate5. Cross lists departmentally: No Yes*(identify cross-listed course here)*6. Type of course (*check which apply*)a. General Education (undergraduate)

Select the appropriate GE category

English Fine Arts Performing Arts

Foreign Languages Philosophy

Biology Chemistry Computer Science

Mathematics Physics Psychology

Economics Geography History

Political Science Sociology

b. Graduate elective (graduate)c. Major (undergraduate)d. Major (graduate)e. Professional (graduate)f. Special Topicg. Workshoph. 290 (Undergraduate temporary)i. 500 (Graduate temporary)j. Other

7. Suggested course level:

 Undergraduate
 Level 1: Introductory/Foundation courses
 (100 # courses with no prereqs)

 Level 2 (Intermediate/Foundation courses)
 (100 # courses with prereqs; 200 # courses with fewer than two prereqs)

 Level 3 (Intermediate/Advanced courses)
 (200 # courses with two or more prereqs; or with one prereq and approved exception – [request below](#))

 Level 4 (Advanced courses)
 (300 and 400 # courses)
 Graduate**NOTE: Level 3 and Level 4 courses will be designated as Advanced (ADVD)**

8. Schedule Type

A

B

C

*(Classification – click for descriptions)*Distance Ed Designation: DE1 DE2 HYBR TVH TVR ([click for descriptions](#))Variation to class size: YES ([attach justification below](#)) NO

9. COURSE CODE:

Credit Hrs

/

Lecture Hr.Wk.

/

Lab/Activity Hrs.Wk.

10.a. If this is a variable credit course, please complete the following:

or / to

Minimum # of credits (check one of the above)

Maximum # of credits

11.	Can this course be repeated for credit? <input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, how many times can the course be repeated for credit?	What is the maximum # of credits a student can earn in this course?
12.	Default grading mode <input type="checkbox"/> Standard <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Satisfactory/Unsatisfactory	
	Is a grade mode other than the default mode allowable? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which other modes are allowed?
13.	Commencing Date (required if course is being added or changed)	Terminating date (required if course is being deleted)
14.	UNIVERSITY CATALOG DESCRIPTION (3 to 5 lines, please use complete sentences)	
15.	PREREQUISITES AND REGISTRATION RESTRICTIONS:	
	A. Course and/or Test Score Prerequisite(s): list all prerequisite courses (if a grade higher than a D is required in a prereq course, list the required grade in parentheses) AND all test score prerequisites	
	B. AND <input type="checkbox"/> /OR <input type="checkbox"/>	
	Registration restriction(s): (list here if course registration is restricted by some other criteria – e.g., major, department, student level, cohort, etc.)	
16.	Co-requisite Course(s):	19. Equivalent course(s):
17.	Budgetary implications: <u>(attach budget summary or explanation of no impact)</u>	Sponsoring department: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other department(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	JUSTIFICATION of addition, deletion, or change of course (<i>Explain the need and programmatic relationship for this particular course, or rationale for the requested change in the course</i>):	
19.	Does this course action result in a change in department program requirements? <input type="checkbox"/> Yes (<i>attach explanation</i>) <input type="checkbox"/> No	Other department? <input type="checkbox"/> Yes (<i>attach explanation</i>) <input type="checkbox"/> No
20.	COURSE OUTCOMES , in outline form:	
21.	COURSE CONTENT, with subtopics , in outline form:	
22.	COURSE ASSESSMENTS: (<i>assessments should be sufficient to assess the outcomes listed above</i>)	
23.	Course textbook:	
24.	Bibliography (should represent resources available for use by students; if they are not available in Kemp Library, indicate how students will be able to access these resources):	
25.	Additional resources:	

ATTESTED TO: (Full signature of authorized individual)*

1. _____ / _____ (cross-listed dept.)	Date: _____	Department Chair
2. _____	Date: _____	Dean of Faculty
3. _____	Date: _____	Curriculum Committee Chair
4. _____	Date: _____	President/Designee of Univ.

*Signature indicates you have followed procedure in submission of this form as outlined in April 8, 1974 memorandum.

Old Course Description: (include if requesting a change in description):
Justification for Level 3 status for 200 # course with one prerequisite:
Request for variation in class size:
Budget summary: (explanation of budgetary implications of course proposal):

COURSE SCHEDULE TYPE (CLASSIFICATION) CATEGORIES**CATEGORY: LECTURE**

<u>Type Code</u>	<u>Maximum Size</u>	<u>Description</u>
A 1	125	Lecture
A 2	50	Lecture and Demonstration
A 3	40	Lecture - Discussion
A 4	30	Lecture - Counseling
A 5	25	Skills
A 6	15	Seminars
A 7	40	Graduate Lecture
A 8	15	Graduate Seminar
A 9	10	Music Instruction

CATEGORY: LABORATORY, STUDIO, ACTIVITY, ETC.

<u>Type Code</u>	<u>Description</u>
B 1	One Hour Lab/Activity
B 2	1.5 Hour Lab/Activity
B 3	Two Hour Lab/Activity
B 4	Two Hour Science Lab
B 5	Three Hour Science Lab
B 6	Three Hour Lab/Activity

CATEGORY SPECIAL

<u>Type Code</u>	<u>Maximum Size</u>	<u>Description</u>
C 1		Graduate Thesis and Research
C 2		Student Teaching
C 3		Special Studies
C 4		Internships
C 5		Independent Studies
C 6	40	Personalized System of Instruction (PSI)
C 7		Intercollegiate Activity
C 8 (NO LONGER USED)	40	Home Study

DISTANCE EDUCATION DESIGNATIONS

<u>Designation Code</u>	<u>Description</u>
DE1	Online only (100% online)
DE2	Online (80-99% online)
HYB	Blended/Hybrid (30-79% online)
TVH	Interactive TV Home Site (can include blended online)
TVR	Interactive TV Remote Site (can include blended online)