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   ☐ Graduate

5. 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 Topic

   g. ☐ Workshop

   h. ☐ 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?	☐ Yes	☐ 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 ☐ Standard ☐ Pass/Fail ☐ Satisfactory/Unsatisfactory

Is a grade mode other than the default mode allowable? ☐ Yes ☐ 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 ☐ /OR ☐

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: *(attach budget summary or explanation of no impact)*	Sponsoring department:	☐ Yes	☐ No
	Other department(s)	☐ Yes	☐ No

18. **JUSTIFICATION** of addition, deletion, or change of course (*Explain the need and programmatic relationship for this particular course, **or rationale for the requested change in the course***) :

19. Does this course action result in a change in department program requirements? ☐ Yes *(attach explanation)* ☐ No

Other department? ☐ Yes *(attach explanation)* ☐ No

20. **COURSE OUTCOMES**, in outline form:

21. **COURSE CONTENT**, **with subtopics**, in outline form:

22. **COURSE ASSESSMENTS**:   (*assessments should be sufficient to assess the outcomes listed above*)

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.	/	Date:		Department Chair
	(cross-listed dept.)			
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

Type Code	Maximum Size	Description
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.

Type Code	Description
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

Type Code	Maximum Size	Description
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

Designation Code	Description
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)