

COURSE ACTION FORM INSTRUCTIONS

- Docket #** will be filled in by the school Dean's Office as needed.
- Indicate whether or not the course action is **new, change or inactivate**. If change, please fill in the items in the right "current" box in gray.
- Please indicate whether or not the course submission is requested to be **permanent or one time only** by selecting "permanent" or "one time only".
- Faculty Member proposing course:** indicate the name of the faculty member proposing the course.
- Desired Effective Term:** Indicate the desired first term for the course to be taught. For inclusion in the Schedule of Classes, deadlines for course data to be fully approved: FALL/SUMMER – February 1 preceding the desired term, SPRING – October 1 preceding the desired term. **All signed course approvals must be received by the Registrar prior to the start of the term for which the course is requested.**
- School:** Select among the choices in the drop down box as needed. Please note that there are entries for combinations of schools that jointly confer specific degrees. For example, "Engineering & Management" should be selected for IIME courses that are part of the Master of Engineering and Management program. Similarly, "Applied Social Sciences & Management" should be selected for MAND courses that are part of the Master of Nonprofit Organizations program.
- Level/Career:** Select among the choices in the drop down box as needed. (Career indicates all course work that a student undertakes at the university that is grouped in a single student record/transcript.) Please note that all undergraduate level courses should be marked as Undergraduate regardless of the school from which the course is taught. For example, ACCT 101 should be marked "Undergraduate" and not "Management". "Graduate" should be selected for all courses for which the primary enrollment will be students enrolled in the School of Graduate Studies. For example, MGMT 701 should be marked "Graduate" and not "Management".
- Acad Org/Dept:** Enter an academic organization. If unsure of abbreviation, chose the "?" box for a listing.
- Course Subject:** Indicate course subject code (e.g., ANTH, ACCT, SPAN, etc.)
- Course Number:** Indicate course catalog number. For a new course, verify the availability of the course number by navigation to PeopleSoft Faculty Self Service, Browse Catalog. [insert navigation and/or screen shot]
- Bulletin Title:** indicate the long title of the course to be displayed in the General Bulletin. Character limit is 100.
- Transcript Title:** indicate the short title of the course to be displayed on the student's transcript. Character limit is 30.
- Fixed Hours/Variable Hours:** the number of credit hours/units to be earned for the course. If the course has fixed hours (e.g., 3.0) select "fixed hours" and enter number of hours. If the course has variable credit hours select "variable hours" and enter the minimum and maximum number of hours (e.g., 1.0 to 3.0).
- Grading basis:** Select among choices in the drop down box as needed. Please note that there are a large variety of grading possibilities which are dependent on both student-specific and course-specific official academic regulations associated with each school. The entries in the drop down box represent the most often used grading schemes. If the official grading scheme for this course is not among the choices listed, please indicate additional information in the "other information about this course" box.
- Pre-requisites, co-requisites:** Indicate courses or conditions which must be taken or are required either before (pre-requisites) or at the same time as (co-requisite) this course. Restrictions indicated will be enforced by the student system at the point of registration (but may be overridden by instructors). If you wish to include a course or condition in an advisory capacity, that is not to be enforced at the point of registration, please include text at the end of the course description in the format "Recommended preparation: ABCD 101 or one year of high school math" , etc.
- Multiple offerings:** Indicate whether or not this course is co-taught (same room, same time) with another course. Examples include undergrad/grad offerings like ANTH 316/416 or cross-listed offerings like ENGL 340/HSTY 340/PHIL 340. Cross-listed and multiple offerings courses should have the same course number in each department when possible. They must have identical titles, descriptions, prerequisites, and credit hours in each department. Indicate the department that "owns" or that will take primary responsibility for the course.
- If this course replaces a **course that is no longer offered**, indicate the course or courses begin replaced.
- Repeat for credit and Max total credits:** indicate whether or not a course can be repeated for academic credit, and if repeatable for credit, maximum total hours. If there is no maximum, enter 99 or n/a. An example of a course that can be repeatable for academic credit is BIOL 701.
- Course typically offered:** Please indicate when this course is *typically* offered and that this data is used for informational purposes only. Even if a course has, for example, a value of "alternating fall" stored for this field a section may still be created and offered any term as needed. This information conveys to students what they should reasonably expect in terms of frequency of offerings.
- Year long course:** Indicate whether or not this course spans more than one semester. For example, a senior project course such as ARSC 397.
- Course equivalencies:** Indicate whether or not this course has any equivalent courses for which duplicate academic credit may not be awarded. An example of a course equivalency for STAT 201 would be PSCL 282 and ANTH 319.
- Consent required:** Indicate whether or not this course *typically* will require that permission be granted in order to register. Even if a course shows, for example, "No," a section may still be created that requires permission.

23. **Teaching format** (primary, another, another): Indicate the format or formats in which this course is taught (e.g., lecture, lab, recitation, etc.) See Component Definitions for teaching format descriptions. If unsure format type, chose the “?” box for a listing of course component definitions.
24. **Classroom hours per week:** Enter the number of hours per week. E.g., if a course is taught Mon/Wed/Fri 9:30-10:20 enter 3.0.
25. **Enrollment limit:** Individual section enrollment limits can always be set at the section level by each department. However, since sections are created based on course data, and if you know that by default, the course will usually have an enrollment limit of 20, click “Yes” and enter 20. Otherwise, click “No”.
26. **Final exam:** Individual section final exam information can always be set at the section level by each department. However, since sections are created based on course data, and if you know that by default the course will usually have a final exam, click “Yes”. Otherwise, click “No”.
27. **Course Description:** Enter the course description. Bulletin descriptions appear both in the General Bulletin of the University and in PeopleSoft student system. They are used by students to select from options available and to get an understanding of what is likely to transpire in a course during the semester. The description helps to set student's expectations. In addition to listing topics to be covered, it is helpful to indicate the style of the course, and the expected benefit to the student for having taken the course. Please do not include statements such as “permit required”, “Prerequisite ...” or anything else that repeats functionality that is entered elsewhere on the form. Please do enter a statement such as “Recommended preparation: ...” if there is suggested preparation for the course (vs. an enforced pre-requisite).
28. **Curriculum Information:** indicate which curriculum requirements a course is intended to satisfy.
- Undergraduate:** To indicate that a course is being proposed for inclusion in General Education or Core Requirements, check the box and list the area on the line provided. Provide a syllabus and a written justification for the request.

Other school-specific information

Undergraduate/Graduate :

- All proposals for new courses and major changes to existing courses must include a complete syllabus which describes the course goals and content, and outlines the reading, writing, and testing requirements. If a course is a 300/400-level combination, list the additional requirements for 400-level students.
- Signatures:** The completed form (with accompanying documents) should be signed by the originating department's curriculum committee chair and department chair, other departments as required, then forwarded to the dean's office. Do not send forms directly to the Registrar's Office. The Provost and various deans' offices will coordinate transmittals.
- If a proposed course includes substantial content from another discipline in the university, the proposing department should consult with the other department(s) as appropriate and report on the consultation.

Nursing

- Signatures:** The completed form (with accompanying documents) should be signed by the curriculum committee chair and department chair, other departments as required, then forwarded to the academic Dean's office. Do not send forms directly to the University Registrar's Office. The Nursing School registrar will coordinate transmittals.

Justification/other information:

- Arts & Sciences:** Please write a brief justification for the action being requested. Typically, the Committee on Educational Programs wants to know "Why are you proposing this?," "Why should this be approved?" The CEP is looking for information on how approval of the proposal will enhance the departmental/program offerings and/or enhance the student experience.
- Engineering:** The justification should include a description of the role of the course in the curriculum, what resources have been made available to offer the course, anticipated enrollments, and any external factors that should be considered. Courses that are to be used to meet ABET outcomes must explain what quantitative assessment data are used to justify the proposed course. Also list ABET outcomes that are to be fully or partially met by the course.