

Catalog Course Change Form

Date Submitted: _____
 Division / Program: _____
 Phone Number: _____
 Contact Person Regarding Questions (DIV/DEPT Dir): _____
 E-mail Address: _____
 Dean: _____

Dean Signature (signed after approval of Faculty)

1. **Former Course Description.** Provide complete former course description.

2. **Approved Course Description.** (fill in blank below) In all cases (except for course deletions which may be left blank), state course as you wish it listed in catalog, giving department, number, title, credit, course designator and distribution designation (usually only CLAS), description and prerequisite. See **Sample** below for accepted format.

- This is a request for:
- New Course – **Please provide course syllabus.**
 - Change in Course Listing:
 - Number Title Credit Prerequisite
 - Course Description Other
 - Cross listing of course (**both departments must submit a catalog course change form**)
 - Deletion of course

Sample:

M E 201 Statics (2) 00
 The principles of statics, with particular attention to engineering applications. Prerequisite: PHSX 211 and MATH 122.

3. **STATE REASONS FOR REQUEST IN FULL.** (Attach extra sheet, if necessary)

4. **CONSULTATION WITH OTHER DEPARTMENT(S) / SCHOOLS OF THE UNIVERSITY.** Is a course of this nature taught by, or of major concern to, another department or school. If so, consultation and supportive documentation is required. Please include supportive statements from the appropriate department(s) or school with this request. (This includes any changes that would affect other departments', programs', or schools' course offerings or degree/major requirements). **Please note: supportive documentation from other schools must come from the Dean's office of the school.**

5. **THE EFFECTIVE TERM FOR THIS COURSE IS** (Term/Year): _____

**Instructions for Filling Out
RECOMMENDATION FOR CATALOG COURSE CHANGE FORM:**

1. See "SAMPLE" on reverse side for the format in which the course is to be submitted.
2. Omit semester in which course is to be offered unless this information is important, in which case include in course description.
3. Omit name of instructor
4. Omit extraneous phrases in description such as "this course is designed to..."
5. Unless a specific course is necessary as a prerequisite, please suggest general course content such as "a course in physical chemistry." This will eliminate the necessity of constantly checking prerequisites.
6. "Same as" classes are processed in the same way as any other program/catalog course change.
7. Division/Department must consult with each other when making changes that affect both areas. An attachment of supportive documents is required from the second division/department for courses affected by the request. In some cases a catalog course change form may need to be submitted by both divisions/departments.
8. New course effective term is the first semester the course will be offered. Existing course effective term is the semester the change should be reflected. Cancellation effective term is the last semester the course will be offered.

For your information, seven course levels have been defined for the course numbering system and are listed below.

LEVELS	NUMBERS	DEFINITION
I	000-099	Noncredit courses or those credit courses for which records are kept but which do not count toward graduation.
II	100-299	Course for first- and second-year students.
III	300-499	Courses for juniors and seniors.
IV	500-699	Courses for junior and seniors, also taken by some graduate students with fewer than 30 hours of graduate credit.
V	799-799	Courses for graduate students with fewer than 30 hours of graduate credit, also taken by some undergraduates.
VI	800-899	Courses primarily for graduate students with fewer than 30 hours of graduate credit (not normally open to undergraduates).
VII	900-999	Course primarily for graduate students with more than 30 hours of graduate credit (not normally open to undergraduates).

NOTE: The number given at the end of the course in the catalog (00 10 04, for example) is called the heggis code. It is established by the Registrar's Office to assist OIRP in compiling statistics. The department does not assign this number.

FOR INTERNAL USE ONLY

(UG COURSES)

(GRAD COURSES)

<i>BODY</i>	<i>ACTION / DATE / COMMENTS</i>	<i>BODY</i>	<i>ACTION / DATE / COMMENTS</i>
Division / Department	<input type="checkbox"/> Approved/ _____	Division / Department	<input type="checkbox"/> Approved/ _____
CUS:	<input type="checkbox"/> Approved/ _____ <input type="checkbox"/> Denied/ _____	COGSIM	<input type="checkbox"/> Approved/ _____ <input type="checkbox"/> Denied/ _____
Faculty	<input type="checkbox"/> Approved/ _____ <input type="checkbox"/> Denied/ _____	Faculty	<input type="checkbox"/> Approved/ _____ <input type="checkbox"/> Denied/ _____
SOM SS Director	Processed/ _____ Copied to: DIV/DEPT, Sched. Officer, and Kim O'Bryon _____	Executive Council of Graduate Faculty	<input type="checkbox"/> Approved/ _____ <input type="checkbox"/> Denied/ _____
		SOM Dean	Sent to SOM SS Dir/ _____
		SOM SS Director	Processed/ _____ Copied to: DIV/DEPT Sched. Officer, and Kim O'Bryon _____