



## *Undergraduate*

### **Directions for the “Course Action Request Form”**

Whenever there is a request to change/replace an existing course or develop a new course, the following steps need to be followed.

- 1. Which Department is making the request**
- 2. Short title (required)**
- 3. Long title (required)**
- 4. The term change takes effect**
- 5. Determine is this a:**
  - A. New Course** – if yes, need Subject and suggested #
  - B. Change to Existing Course** – what course, these should be small change(s)
  - C. Replacing Existing Course** – what course is it replacing and can students retake new course for credit and be allowed to replace prior grade
- 6. Is this course a PI, PII, Writing Intensive or a Global course, if yes what is the approval date from appropriate committee? Note that writing intensive courses must be approved by appropriate Dean or VPAA to be offered in a specific semester.**
- 7. Need to know the following information:**
  - A. Expected Enrollment**
  - B. Student and teaching credits**
  - C. Is this course a Major requirement, if yes what Major and how will this fit into Degree Audit, Catalog and Degree Program Book and please attach samples that have been edited with the new information for each**
  - D. What are the Advisement Codes**
  - E. Are there prerequisites or co-requisites**
  - F. Cross-listed with another course**
  - G. Is it Only Pass/No Pass**
- 8. Need to attach the following will all requests:**
  - A. Course Description** – must be appropriate for publishing in catalog (50 words or less)
  - B. Justification for the Course**
  - C. Syllabus**
  - D. Degree Audit changes**
- 9. Need the following signatures:**
  - A. Department Chair**
  - B. Dean**
  - C. VP Academic Affairs**



# Undergraduate

## Course Action Request Form

- New Course**                       **Change to Existing Course**  
 **Replace Existing Course**

1. Department: \_\_\_\_\_

2. Short Title (24 characters maximum– including spaces): \_\_\_\_\_

3. Long Title: \_\_\_\_\_

4. Change/Addition Effective: \_\_\_\_\_ Term (yy/term)

**5. New Course:**

Course Subject & # (suggested) \_\_\_\_\_

**Change to Existing Course:**    Yes    No

Course Subject & # \_\_\_\_\_

This should only be used for small changes

**Replacing Existing Course:**    Yes    No

Course to be replaced: \_\_\_\_\_

If student has failed this course, may they take new course to replace grade?    Yes    No

If a student passed this course may they take new course for credit?                      Yes    No

**7. Expected Enrollment:** \_\_\_\_\_

Maximum Enrollment: \_\_\_\_\_

Student Credits (        ) Teaching Credits (        )

Major: Is course a major requirement: Yes No

If yes, Major: \_\_\_\_\_

Specify changes to degree audit, catalog and degree program book. Attach samples (edited).

Required Advisement Codes: \_\_\_\_\_

(see current Schedule of Undergraduate Courses/Course Selection Book)

Prerequisites: \_\_\_\_\_

Co-Requisites: \_\_\_\_\_

Cross-Listed With: \_\_\_\_\_

Only Pass/No Pass:                      Yes        No

6.	Intended	Approval Date
PI:	_____	_____
PII:	_____	_____
Writing Intensive:	_____	_____
Global:	_____	_____

**8.**

**Description:** Attach course description that is appropriate to publish in the catalog (50 words or less).

**Justification:** Attach justification for this course.

**Syllabus:** Attach syllabus.

**Degree Audit:** Indicate changes, print out degree audit and mark it up with changes

**Resources:** Will this require new resources, attach a write-up of the resources required

*Registrar's Office Use Only*

**9.** \_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

Date Processed: \_\_\_\_\_

\_\_\_\_\_  
Vice President Academic Affairs Signature

\_\_\_\_\_  
Date

Date DA Adjusted: \_\_\_\_\_