Originating Campus:

**Catalog Course File Form**

REGISTRAR’S USE ONLY

Completed by:

Date Entered:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **New Course Proposal** |  | **Course Hour/Credit Change/Lab Fee** |
|  | **Pre-requisite Change** |  | **Course Activate** |
|  | **Co-requisite Change** |  | **Course Inactivate** |
|  | **CCPO /MPO Change** |  | **Schedule Type/Instructional Method Change** |
|  | **3-Year Syllabus Review** |  | **Add SSC 100 or concurrent to Pre-requisite**  **Logic in DW** |
|  | **Course Title Change** |  | **Exclude Pre-requisite for ASU and VSC** |
|  | **Course Description Change** |  |  |

**From Term:       To Term:**

**Subject/Course Number:**

**Course Title:**

***(Course title limited to 30 characters – includes spaces)***

**College: DT CEU/Credit:**

**Division: CAT Billing:**

**Department:     Lecture:**

**Lab:**

**Clinical/ COP/ISH/P/Fieldwork (no fee) \_\_\_\_\_\_\_\_**

**Lab Fee Amount: $**

|  |  |
| --- | --- |
| **Schedule Type:** | |
|  | **FACE-TO-FACE (F2F)** |
|  | **HYBRID (HYB)\*** |
|  | **ONLINE (OLC)\*** |

**\* Distance Education Course Creation Form approved: No Yes,** **date approved:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructional Method:** | | | |
|  | **Accelerated (ACC)** |  | **Lecture/Clinical (LCC)** |
|  | **Advanced Credit (AC)** |  | **Lecture/Lab (LL)** |
|  | **Clinical (CL)** |  | **Lecture/Lab/Clinical (LLC)** |
|  | **CO-OP (COP)** |  | **Off-Campus (OC)** |
|  | **Emporium (EMP)** |  | **Practicum (P)** |
|  | **Emporium-Lecture (EML)** |  | **Prior Learning (PR)** |
|  | **Internship (ISH)** |  | **Self-Paced (SP)** |
|  | **Lab (LAB)** |  | **Seminar (SEM)** |
|  | **Learning Community (LC)** |  | **Service Learning (SL)** |
|  | **Lecture (LEC)** |  | **Video Conferencing (VC)** |

**Course Description:***Please note: The wording here is exactly how the description will be worded in Banner course catalog, and it must match the course description on the corresponding syllabus. Also, please list all pre-requisites using “or,” “and,” and parentheses in sentence format, like this:*

Pre-requisite: (Test score or ENG 090 or ENG 091 or higher) and MAT 120.

**Pre-requisite Formula:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A/O** | **(** | **Test Code** | **Score** | **Subject** | **Course** | **Level** | **Grade** | **Concurrent** | **)** |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |
|  |  |  |  |  |  | CR |  | NONE |  |

**Co-requisite Course**

|  |  |
| --- | --- |
| **Subject** | **Course** |
|  |  |
|  |  |

Electronic Signature Permitted

**Submitted by Lead Department Chair:** **Date**

**Approved by Curriculum Committee Date**

**Approved by VP for Academic Affairs and Deans of Instruction** Date

***New or changed course proposals MUST be accompanied by a course syllabus, curriculum sequence sheet, and if necessary, program requirement form.*** Revised 3/24/15, 6/29/15, 01/26/16, 9/22/16