

COURSE ADDITION/REVISION/TERMINATION FORM

(See back of form for instructions)

ADDITION ___ REVISION ___ TERMINATION ___

1. COURSE NUMBER _____ 2. COURSE TITLE _____

3. IF REVISION: Previous Course No. _____ Previous Title _____

4. FOR ADDITIONS AND REVISIONS -
FIRST TERM/YEAR TO BE OFFERED:

Fall ___ Spring ___ Summer ___ Term _____

5. FOR TERMINATIONS ONLY -
LAST TERM/YEAR TO BE OFFERED:

Fall ___ Spring ___ Summer ___ Term _____

6. COLLEGE:

DEPARTMENT NAME:

7. CIP CODE: _____

8. FIXED CREDIT HOURS: YES ___ NO ___

___ Total Hours

___ Lec Hours

___ Lab Hours

9. VARIABLE CREDIT HOURS: YES ___ NO ___

___ Total Min Hours ___ Max Total Hours

___ Min Lec Hours ___ Max Lec Hours

___ Min Lab Hours ___ Max Lab Hours

10. REPEATABLE COURSE TAKEN FOR CREDIT: YES ___ NO ___ If YES, total number of times course can be taken _____

11. COURSE LEVEL:

12. GRADE TYPE:

13. COURSE DEGREE RELATED: Degree related ___ Developmental ___

14. COURSE MEDIUM-Choose appropriate code:

15. FACULTY CREDIT HOURS: ___

16. CROSS-LISTED COURSE: NO ___ YES ___ WITH _____

17. SPECIAL COURSE FEE? (Must be Board approved)

YES ___ Amount \$ _____ NO ___

18. UNIVERSITY STUDIES COURSE:

19. Course Description (20 words or less) for University BULLETIN or Attach Electronic Syllabus:

COURSE APPROVAL SIGNATURES

Department Chairperson

Dean of Kent Library

College Council

College of Education Council

University Studies Council

Graduate Council

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing.
When submitting the form, the **email must come from your Southeast email account.**

Registrar's Office Use Only

SCACRSE _____ Bulletin _____ Degree Audit _____ SHATATR _____

Instructions for Proposing a New or Revised Course

1. Attach a statement explaining and justifying the course addition/revision/termination request. Why is this action necessary and how does it benefit students?
2. Since library resources are crucial to successful instruction, new course and course revision proposals must request an assessment of available and needed library holdings and resources. A memo from the Library Dean providing this assessment must be attached.
3. If proposed course change impacts existing programs offered through other departments in any way (i.e. enrollment, duplication, etc.), a memo from all affected departments stating issues were discussed and resolved must be attached to the proposal.
4. The proposal packet is required to be completed prior to consideration by the appropriate College Council.

Instructions for Completing Course Addition/Revision/Termination Form

1. Course Number: Two letters (discipline) and three numbers (i.e., EN 140).
2. Course Title: Full name of course.
3. If Revision: Indicate previous course number and/or title if change has been made. A new course number must be used if the revised course is not equivalent to the previous course offered.
4. For Additions and Revisions-First Semester/Year To Be Offered: Indicate first semester/year course is to be offered.
5. For Terminations Only-Last Semester/Year To Be Offered: Indicate last semester/year course is to be offered.
6. College/Department Name: Please choose the College and Department Name.
7. CIP Code: Enter six digit code number. Contact Institutional Research for information.
8. Fixed Credit Hours: Fill in total credit hours. If course is lecture only, the lecture hours are the same as total hours and lab hours are left blank. For lab courses, fill in actual credit hours for lecture and lab. Do not use contact hours for lab hours.
9. Variable Credit Hours: Indicate total minimum hours and total maximum hours for which credit can be received. Indicate minimum and maximum lecture and lab hours as appropriate.
10. Repeatable Course for Credit: Indicate if students will be allowed to enroll in this course more than once without having it counted as a repeated course. NOTE: If the course allows for multiple repeats, it is outside the normal repeat procedure. If a student making a grade of 'D' or 'F' wants to repeat the course for a better grade, special handling is required.
11. Course Level: Choose appropriate course level.
12. Grade Type: Indicate if course is standard grade (A, B, C, etc.) or Credit/No Credit
13. Course Degree Related: Indicate if course is to be offered for degree credit or developmental credit.
14. Course Medium: Choose appropriate type of course. For fee purposes this is most important for workshop and KSAM courses.
15. Faculty Credit Hours: Faculty Credit Hours are the same as credit hours for the course.
16. Cross-listed Course: List course that is cross-listed across disciplines (e.g., PY120/CF120)
17. Special Course Fee: Indicate course fee amount as approved by Board of Regents
18. University Studies Course: Choose NO, EN100, First Year Introductory Course, or the category in which the course falls.
19. Course Description for University BULLETIN: Attach electronic syllabus for new or revised courses or type course description as it will appear in University BULLETIN. Description is limited to 20 words.