

**MASTER CATALOG FILE
Change Form**

Department _____ Course # _____
(If department uses multiple prefixes, specify; i.e. Math or Statistics)

Full Title of Course _____

Abbreviated Course Title _____
(Not to exceed 24 spaces including space between words)

Hours Credit _____

Course Taught With:
Conventional Grading System _____ Pass/Fail _____ S/U _____

Course can be taken for multiple credit hours without calculating as a repeated course:
No _____ Yes _____ How many hours _____

HEGIS CODE _____ (Required for Computer Entry)
Fees (applicable only to Music, Private Instruction)

Media Teaching Code _____ Activity Code _____
(See back of this form) (See back of this form)

	Semester	Year
_____ New Course Effective	_____	_____
_____ Change in course to inactive status	_____	_____
_____ Change in course to active status	_____	_____
_____ Course title change effective (See above for new title)	_____	_____
_____ Course number change effective	_____	_____
_____ Credit hours change effective	_____	_____
_____ Grading system change effective	_____	_____
_____ Cross-listing of existing course effective	_____	_____

_____ Old course title (if applicable)	_____ Old course number (if applicable)	_____ Old credit hours (if applicable)
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Prerequisite Course (s) to this course _____

This course is cross-listed with _____

Date passed by Graduate Council _____

APPROVED: _____
Dean, College of Graduate Studies Date

Does this change require a new catalog description? Yes _____ No _____
(Attach new catalog description if required)

MEDIA TEACHING CODES

1	Conventional methodology
2	Television
3	Computer is used
4	Self-instructional media
5	Student teaching/field supervisor
6	Thesis (Master's or specialist in education)
7	Dissertation
8	Independent study
9	Other non-conventional media
A	Modem
B	Internet/on-line service
C	E-mail
D	Video tape
E	Public broadcast
F	Audio tape
G	Computer-based interactive multimedia
H	Video Disk
I	One-way video and audio
J	One-way video, two-way audio
K	Two-way video and audio
L	Desktop video conferencing
M	Clinicals (allied health and nursing)

ACTIVITY CODE

LEC	Lecture-normal academic course
LAB	Laboratory
PRI	Private instruction
RCT	Recitation
SEM	Seminar
STU	Studio
THE	Thesis
L/L	Lecture and lab combined (specify how many hours are attributable to lecture and how many hours are for lab)
DIS	Dissertation
IND	Independent study
GYM	Gym/athletic education