

Master Catalog Change Form Undergraduate

Department _____ Subject _____ Course No. _____

Full title of course _____
(100 characters only)

Credit hours _____ Contact hours, if different _____ Course taught with: ☐ Standard Grading ☐ Pass/Fail

Can be taken multiple times without calculating as repeat? ☐ No ☐ Yes How many times _____ or Total Hours _____

6 Digit CIP code (go to <http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>) _____ Fees (if applicable) _____
(must be approved by TBR)

Schedule type _____ Instructional Method _____

EFFECTIVE TERM: _____

<input type="checkbox"/> New course	Abbreviated Title: _____ (30 characters only)
Prescribed requirement (lower division courses only): <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math	
<input type="checkbox"/> Course title change	Previous Abbreviated Title: _____
<input type="checkbox"/> Course prefix/number change	Previous course prefix/number: _____
<input type="checkbox"/> Credit hours change	Previous credit hours: _____
<input type="checkbox"/> Grading system change	
<input type="checkbox"/> Change course to inactive status	
<input type="checkbox"/> Change course to active status	
<input type="checkbox"/> Cross-listing of existing course	Cross-list with: _____
<input type="checkbox"/> Other course changes	_____

Course prerequisites/co-requisites/restrictions: _____
(A course cannot require departmental permission AND prerequisites/restrictions)

Memo Notes for RaiderNet: _____
(i.e. At least junior classification, pass/fail grade only)

Does this change require a new catalog description? ☐ No ☐ Yes (attach new catalog description, if required)

APPROVED _____ Date _____
Vice Provost for Academic Affairs

FOR RECORDS OFFICE USE ONLY			
Course	Equivalents	Beg	End
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Attributes: _____	UCC Approved: _____
1. _____	Records Entered: _____
2. _____	
3. _____	
4. _____	
5. _____	

Schedule Type*
(Choose One Only)

CLN - Clinical: participation in client or client-related services, usually outside the institution.
CLR - Clerkship: learning by practical, hands-on experience under direct supervision of clinical faculty.
DSR - Dissertation: formal treatise presenting results of study submitted in partial fulfillment of doctoral degree.
FLD - Field: credit-bearing off-campus activity, possibly some classroom time also.
IND - Independent Study: individualized and often self-paced plan of study.
LAB - Laboratory: meets in defined physical setting (i.e. a lab) for the purpose of the application of methods and principles of a discipline, typically non-credit to supplement instruction of a traditional classroom section.
LEC - Lecture: standard non-variable/fixed credit course.
LLB - Combined Lecture/Lab: instruction occurs in traditional classroom setting, consists of lecture and lab activities.
MST - Master's Thesis: formal treatise presenting results of study submitted in partial fulfillment of advanced degree.
MUP - Musical Group Performance: group demonstration/instruction with performance critique
PEA - Physical Education Activity: practical application/activity in physical/athletic education
PRA - Practicum: supervised and practical application of previously studied theory in a setting outside the classroom.
PRL - Private Lesson: individual instruction including one-to-one demonstration, performance critique.
RCT - Recitation: designed solely for group discussion, typically non-credit bearing, linked to credit-bearing course.
RES - Research: conduct undergraduate/graduate independent research or writing/submitting an undergraduate thesis.
SEM - Seminar: more interactive and smaller course forum than lecture.
STU - Studio: demonstration and application of design and theory in a defined physical setting (i.e. a studio).
WSP - Workshop: may have irregular start/end dates, especially graduate level; specific hours of actual work completed, evaluated, and revised to earn course credit; guest artists and experts may serve as instructors.

*Laboratory classes may be scheduled in the department's restricted access rooms at non-standard meeting times without approval. **All other types of classes must have approval.** To obtain an exception for a non-laboratory class, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Vice Provost in Academic Affairs for approval. The request should include the term(s), room assignment, course number and section, proposed meeting time (days and hours), and reason for exception. The Senior Vice Provost will consider the type of course and the effects on student course schedules (including final exams) in determining approval. The Vice Provost will forward a response to the academic department, college dean, and Scheduling Coordinator.

Instructional Method
(Choose One Only)

CIM - Computer-Based Interactive Media: uses interactive computer software as the means by which to deliver instruction; the student completes computer "packages" in order to progress through the course.
CLN - Clinical: meeting at a clinical site, such as a hospital; not used for labs.
CON - Conventional Methodology: taught in the most conventional "chalk and talk" way. Sections are generally considered group instruction either for lecture, discussion group, and/or other traditional instructional medium, also physical education activities, science laboratory, and remedial and developmental sections.
DIS - Dissertation: specific courses which are, in fact, dissertation courses; used for only doctoral level courses which are designated as dissertation.
IND - Independent Study: designated as independent study or for which students are enrolled on an independent study basis.
NCM - Other Non-conventional Methodology: used in circumstances where courses do not fit any of the other mediums of instruction; includes studio art, and applied music
PRA - Student teaching/field supervision/co-op: apply to internships, cooperative experiences, field experience, intern teaching or student teaching type courses.
RDP - RODP Regents Online Degree: delivered on-line under the Regents On-line Degree program by the delivery institution.
THS - Thesis: both masters and specialists thesis-type courses.