

Course Form

Check one:

New Course^{1,2,3}: fill out the entire form.

New flex title to existing course

Change to an existing course^{2,3}: indicate the department name and course number and the effective date the change is to take place. Then fill in other information as it relates to the change wanted. Give a full justification statement (on the back) regarding why this change should take place.

DEPARTMENT or subject area																								
CATALOG NUMBER ^{1,2,5}	Current:				New:																			
EFFECTIVE DATE																								
CLASS CREDIT HOURS	Current:				Fixed Variable				New:				Fixed Variable											
I understand that each credit hour requires the equivalent of at least 3 hours of work per week for approximately 15 weeks.																								
LECTURE HOURS/WEEK	Current:				New:																			
LAB OR QUIZ HOURS/WEEK	Current:				New:																			
FULL COURSE TITLE	Current:																							
	New:																							
ABBREVIATED TITLE (30 spaces maximum)	New:																							
	(This abbreviated title shows in the class schedule and on the student's transcript, so it should be decipherable.)																							
FLEXIBLE TITLES, IF ANY (30 spaces maximum)																								
GRADE RULE ⁶ (Check one)	7. Numeric (1.6-4.0), T, P, I (Law School only)				10. A, B, C, D, E, T, I				8. Standard: A, B, C, D, E, I				11. P, T, E, I											
	9. Pass/Fail: P, E, I				12. Inclusive: A, B, C, D, E, P, T, I				(Note: Grade Rule 12 must have sufficient justification to be granted. Please attach justification statement.)															
CLASS TYPE ⁶ (Check one)	A - regular lecture				J - special problems/projects				S - varsity sports				B - credit lab				K - reading, conferences, reports				V - remedial (non-credit)			
	C - combined lecture and activity				L - student teaching				W - web courses				G - thesis/dissertation				M - Internship				X - special credit only			
	H - seminar				N - practicum				Z - other				I - research				P - private instruction							
SEMESTER / TERM COURSE WILL BE OFFERED ⁶	Fall		Every Yr.	Odd Yr.	Even Yr.	Contact Dept.	Winter		Every Yr.	Odd Yr.	Even Yr.	Contact Dept.	Spring Term		Every Yr.	Odd Yr.	Even Yr.	Contact Dept.						
	Semester						Semester						Summer Term											
	Term 1						Term 1						Semester-length											
	Term 2						Term 2																	
CROSS LISTED ⁴	No				Yes, Which course?																			

If this course is a course other departments use, have you conferred with the departments affected and obtained their approval?

Yes Which departments were contacted?

No Why not?

If this course is part of an **education** major, have you conferred with the education department involved and obtained their approval?
(Please be sure to coordinate with the Teacher Education Department so the students' certification for teaching is not jeopardized.)

Yes No Why not?

If this is a GE course, have you conferred with the GE Office about this change?

Yes No Why not?

If this change affects a degree program in your department (required courses, hours) please also submit a Program Request Form.

FORM INSTRUCTIONS

1. New courses should be given course numbers that have not been used for *at least* three years. Use AIM page CRS3 to see available numbers.
2. A catalog (course) number change is considered a change in an "existing course," not a "new course."
3. If changes in a course are so extensive that it is not equivalent to the former course, the course should be considered a new course and a new number should be used.
4. Undergraduate level courses and graduate level courses are not to be cross-listed or taught together.
5. The distinction between upper-division and lower-division is important. Lower-division courses should be numbered 100-level for freshman and 200-level for sophomores. Upper-division courses should be numbered 300-level for juniors and 400-level for seniors. It is assumed that the proposed course number is consistent with that distinction. Also, 500-level courses are considered graduate level courses which advanced undergraduate students may choose to take as electives. 500-level or above courses should not be required of undergraduate students.
6. If this item is the only change to the course, do not use this form. Send an email to brooke_smith@byu.edu (B-150 ASB, 2-4245) with all the relevant information to request the change.

PREREQUISITE (enforced): What courses are <i>required</i> prior to this course?	Current (as listed in current catalog): New:
PREREQUISITE (non-enforced): What courses are <i>required</i> prior to this course?	Current (as listed in current catalog): New:
RECOMMENDED: What courses are <i>recommended</i> prior to or concurrent with this course?	Current (as listed in current catalog): New:
COURSE DESCRIPTION (35 word maximum) Guidelines: <ul style="list-style-type: none"> • Focus the description on the learning outcomes • Delete any unnecessary verbiage - full sentence structure is not necessary • Use active voice • Delete articles wherever possible • Restrict adverbs and adjectives • Use parallel structure with other course descriptions in the department • Don't repeat information contained in the course title 	Current (as listed in current catalog): New:
JUSTIFICATION AND RELEVANT SUPPORTING INFORMATION Provide each of the following: 1 - List expected learning outcomes for this course. 2 - List program learning outcomes this course aligns with. 3 - Will this change require new resources (faculty, equipment, space, etc.)? 4 - If so, do you have funding in place to cover resource needs?	
If questions arise regarding this proposal, who should we contact? Name: _____ Phone: _____	

APPROVAL SIGNATURES

DATE SIGNED

DEPARTMENT CURRICULUM REPRESENTATIVE		
DEPARTMENT CHAIR		
COLLEGE CURRICULUM REPRESENTATIVE		
COLLEGE DEAN		
UNIVERSITY CURRICULUM COUNCIL		