

Change Course Form Guide to Form Fields

WORKFLOW FIELDS

1. **Committee Year** – Select the committee year for review
2. **Committee** - Is your proposal for the Undergraduate or Graduate Committee?
3. **College/School** - Select your college or school from the menu.
4. **School/Department/Program** – Select your school/department/program from the menu.
5. **Subject Code/Course Prefix** – This field is prepopulated and should not be changed.
6. **Subject Name** - This field is prepopulated and should not be changed.
7. **Course Number** - This field is prepopulated and should not be changed.

CHANGES NEEDED

8. **Long Course Title** - The full title of a course. This title appears in official degree plans. **Do not modify this field if no change is needed.**
9. **Short Course Title** - A maximum of 30 characters including spaces is allowed. Short titles display in the student registration system and transcripts. **Do not modify this field if no change is needed.**
10. **Course Description for the Catalog**- A description of the academic content covered in the course. Do not include pre- or co-requisites or consent of department or instructor in course description. **Do not modify this field if no change is needed.**
11. **Credits** - **SKIP THIS ITEM.** If you are changing the course number, you must delete the course (delete course form) and add the courses (new course form).
12. **Course level** - This item will be completed by the Curriculum & Institutional Assessment office. Course level is represented by the 1st digit in the course number for undergraduate courses. For courses affiliated with a master's program, the course level is 5. For courses affiliated with a doctoral program, the course level is 6. The course level of 7 is only used for professional programs. **Do not modify this field if no change is needed.**
13. **Schedule Type** **Do not modify this field if no change is needed.**

Available options:

- **Activity** – Activity during which the student learns a sport, trade, hobby, or other skill through hands-on practice. Activity courses are typically Physical Activity courses.
- **Independent Study** - Class instruction type that includes, but is not limited to, conference courses and individual problems courses.
- **Internship** - A type of external learning experience whereby the students receive practical, general training and experiences in the workplace.
- **Laboratory** - A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice.
- **Lecture** - An activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking.
- **Lecture/Lab** – Courses that include lecture and lab components.
- **Practicum** - A type of external learning experience whereby the students receive practical, general training and experiences in the workplace. Includes student teaching, work study, cooperative education, and similar activities.
- **Private Lesson** - Class type that includes independent instruction of private music or other individualized instruction.
- **Seminar** - An activity in which a group of students engage in research or advanced study and meets under the general direction of one or more faculty members for a discussion of problems of mutual interest.
- **Thesis** - Defined as Individual Instruction.
- **Dissertation** - Defined as Individual Instruction.

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- **Studio** - A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice.
14. **Weekly Lecture hours** - **Do not modify this field if no change is needed.** Contact hours of courses with the following schedule types are reported to the Coordinating Board as Lecture hours: Lecture, Independent Study, Practicum, Private Lesson, Thesis, Dissertation, Seminar, and Internship. See page 255 of the [Academic Course Guide Manual \(ACGM\)](#).
15. **Weekly Lab hours** – **Do not modify this field if no change is needed.** Contact hours of courses with the following schedule types are reported to the Coordinating Board as lab hours: Activity, Laboratory, and Studio. If the course has no lab, enter 0 for lab hours.
16. **Grading basis** – **Do not modify this field if no change is needed** - Grading scale of the course.
Available options:
- Standard Letter (A-F)
 - Satisfactory/Unsatisfactory
 - Credit/No Credit
 - Pass/Fail
 - No Grade
 - Honors/High Pass/Pass/Fail
17. **Repeat code** - **Do not modify this field if no change is needed.** The repeat code is used to determine how and when the financial aid limit for repeats is applicable to a student's enrollment in the course.
Available options:
- **Not repeatable (NR)** – course is not repeatable for additional credit.
 - **Repeatable** - with **repeatable (RP) courses**, each enrollment beyond the first counts as additional credit. In most instances, the number of repeats allowed should be informed by the maximum number of credits applicable to a degree/major. Examples of repeatable courses include independent studies, internships, practicums, research experiences, thesis courses, etc.
 - **Multiple-course listings (MC)** are courses which subject matter can change from semester to semester. This is commonly used for special topics courses or other courses for which a subtitle is added on the schedule. Most MC courses are typically also repeatable. For example, ANTH 4399 Special Topics in XXXX can be repeated by a student because it can be offered with different topic. MC should not be used when the student experience (e.g., in a different setting) will be different for each completion. Per THECB rules, any course identified as MC and taught with the same subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.
18. **Maximum Number of Credits Allowed (if applicable)** – **Do not modify this field if no change is needed.** For courses identified as repeatable (**RP**), including MC courses that are repeatable (most are repeatable), enter the maximum number of total credits a student can earn by repeating this course. Total credits include the first enrollment plus subsequent enrollments. For example, ACCT 2300 can be taken 3 times; therefore, the maximum credits a student can earn is 9.
19. **Prerequisites (if applicable)** – **Do not modify this field if no change is needed.** List all prerequisite courses and experiences that must be met for enrollment. Include consent of department/instructor if applicable. Provide a statement regarding all prerequisites. The statement will appear in the course catalog. **Example 1:** Grade of C or better in ACCT 2301. **Example 2:** Pre- or co-requisite in ACCT 2301. **Example 3:** Credit or registration in ACCT 2301. **Example 4:** Junior standing. **Example 5:** Grade of C or better in ACCT 2301 or consent of instructor.
20. **Corequisites (if applicable)** – **Do not modify this field if no change is needed.** List all courses or other experience that **MUST** occur concurrently. Provide a statement regarding all corequisites. The corequisite statement will appear in the course catalog. Corequisites are only used when students must enroll in both courses concurrently. Example 1: Students must be concurrently enrolled in ACCT 2301. Example 2: Co-requisite of ACCT 2301. Corequisites are courses or other experiences (monitored by the program or department) that **MUST** be completed concurrently with the course. Co-requisites are a condition of

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enrollment of the course. Any student who has not enrolled in the corequisite course may be dropped by the department or program. Corequisites do NOT include courses students have the option of taking before, but no later than during enrollment in the course, the course should be included in the prerequisite field.

21. **Active Equivalent Course (if applicable)** – Do not modify this field if no change is needed. List any active (not a former course) equivalent course at the same level. Provide a statement to be added to the catalog regarding the course equivalency. Example statements include: (1) ANTH XXXX is equivalent to HIST XXXX. (2) Credit cannot be earned for ANTH XXXX and HIST XXXX. (3) ANTH XXXX and HIST XXXX cannot both be taken for credit. Equivalent courses typically have the same course number, title, and course description, but different prefixes. Students will only be allowed to complete the course under one course prefix unless the course is identified as repeatable for credit (this is rare). In most cases, Equivalent courses should appear together in the catalog on programs of study.
22. **Will the equivalent course be co-convened on the schedule some of the time?** - Do not modify this field if no change is needed. The term used to identify courses that can be co-convened on the schedule in Banner is cross-listed. Equivalent courses can be cross-listed on the schedule through submission of a CSCR to the Office of the Registrar when the schedule is created.
23. **Does enrollment in the course require consent of the department or instructor?** – Do not modify this field if no change is needed. Does this course require Instructor or Department consent for enrollment? Select **D** if department approval is needed and **I** if Instructor approval is needed. Please note that this will NOT put a restriction on enrollment. If the course requires consent of department or instructor for enrollment, then add "consent of department" or "consent of instructor" to the prerequisite.
24. **When will the course typically be offered?** – Do not modify this field if no change is needed. Please indicate what semester the course is typically offered. If it is offered every semester, use As Scheduled, which will be the default.
25. **Equivalent Texas Common Course Number (if applicable)** – Do not modify this field if no change is needed. For undergraduate courses ONLY. Visit Texas Common Course Numbering System website for additional information <https://www.tccns.org/>.
26. **Justification for the Change**
27. **Describe the impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance process.**
28. **Provide evidence of communication with impacted programs/departments.** – Attach emails, letters of support or collaboration, etc., from impacted departments.
29. **Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable).** – Attach meeting minutes or other evidence of communication and approval by committees outlined in the college's approval workflow or process.
30. **Proposed Implementation Date** - Provide the proposed implementation date in semester year format (e.g., fall 2022) or MM/DD/YYYY format. This is only a proposed date, not a final date.