**COURSE ACTION FORM (Effective 2022)**

**Requested Effective Term:**

**Initiating Department:**

**Form Completed By:**

**COURSE ACTION TYPE (Check only one):**

- NEW Course to Be Added* 
- Course to Be Dropped 
- Change to Existing Course

**CHANGES (Check all that apply):**

- Course Prefix/Subject 
- Course Title 
- Grade Modes 
- Level (UG, GR, PR) 
- Course Number* 
- Course Description 
- Course Equivalencies 
- Credit Hour Configuration 
- Prerequisites 
- Mutually Exclusive Courses

*Please check SCACRSE in Banner and SIS screen 128. You must select a new course prefix-number combination that has not been previously used.

### PRESENT COURSE AS LISTED IN THE CATALOG

<table>
<thead>
<tr>
<th>Course Prefix/Subject</th>
<th>Course Number</th>
<th>Abbreviated Title (30 character max)</th>
<th>Full Title (if more characters needed)</th>
<th>Total Semester Credit Hours</th>
<th>(list range for variable credit courses)</th>
<th>Specify credit hours: LEC/TH</th>
<th>LAB</th>
<th>DISC</th>
<th>IS</th>
</tr>
</thead>
</table>

### RECOMMENDED CHANGE OR NEW COURSE

<table>
<thead>
<tr>
<th>Course Prefix/Subject</th>
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<th>IS</th>
</tr>
</thead>
</table>

#### Catalog Description of Present Course:

**Enter description here**

**Prerequisite(s):** list all prerequisites here using logical operators ("and", "or" and parentheses as needed).

#### Catalog Description of New or Revised Course:

(if changed, type description in full; if unchanged, type "same"; limit 500 characters)

**Enter description here**

**Prerequisite(s):** list all prerequisites here using logical operators ("and", "or" and parentheses as needed).

**Level:** Undergraduate _ Graduate _ Professional _

(Check all that apply)

**Grade Modes:** Standard _ Pass/Fail _ Research _

(Check all that apply)

**Equivalent Courses:** Enter equivalent courses here

(Academically equivalent; treated as the same course in the repeat policy)

**Mutually Exclusive Courses:** Enter overlapping courses here

(Not academically equivalent; but enough overlapping content that students can apply only one of these courses toward a degree)

**Internship or Practicum Course (Yes/No):**

**CIP Code:** Enter CIP code here if new or changing

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**STATE REASON FOR REQUEST (Required by OSRHE) – For new courses, also attach Supplementary Information Form and a Syllabus.**

**Enter reason for request here - 320 character max**

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<table>
<thead>
<tr>
<th>Head of the Department – Date</th>
<th>Graduate College Dean (for Graduate Credit) – Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Dean (Department’s Home College) – Date</td>
<td>Associate Provost – Date</td>
</tr>
</tbody>
</table>