

# A GUIDE FOR COMPLETION OF COURSE ACTION FORMS

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## Introduction

This document has been prepared as a guide for submitting a course action form (CAF) to Academic Affairs. Please use the most recent version of the form available on the Academic Affairs website. If questions remain, please contact Academic Affairs (x48788). The paragraph below describes the format each college must utilize for preparing a summary that indicates collectively the course action forms submitted from the departments. The course requests will need to be submitted through the college coordinators. Please keep in mind that the summary sheet must be an exact reflection of the course action requests and is the only document presented to Instruction Council, the final approval body for course changes.

## College Summary Sheet

Each college must submit a summary sheet that lists every course action requests proposed. The summary includes course prefix and number, title, and action (description of what is requested in the course action form). If new, the category description of the course is included in the action column. If the course number is being changed, old and new numbers should appear in the first column under prefix/number. **The course action summary is the only documentation presented in the approval process, therefore; the information on the summary must be exact in reflecting the course action requests.**

**If a proposed course may share content with other courses or disciplines, note confirmation of “no objection” from the affiliated department(s) in the “Action Summary” column.**

**The summary should be divided into the following categories: NEW COURSES, DROPPED/DELETED COURSES, and MODIFIED COURSES. Course listing should be in alpha/numeric order under the appropriate category.**

## CAF Top Section

**Requested Effective Date** – Standard procedure requires that new courses, modifications, and deletions will become effective the **next fall semester**. The Vice Provost may approve an earlier effective term if requested and justified by the Associate Dean of the College.

**Initiating Department** – The unit to which the course is assigned.

**Form Completed By** – Print the name of the person completing the form.

**COURSE ACTION TYPE** – Check the category that describes the type of action.

*New Course to Be Added* – The course is new, although it may have been offered up to three times under an experimental number (usually a special topics course). A Supplementary Information Form along with a course syllabus must accompany the course action form requesting a new course.

*Course to Be Dropped (Deleted)* –The course will no longer be taught in any form (lecture, video, internet or correspondence) at OSU. (If you wish to *temporarily* stop offering a course and remove it from the catalog, you may use the Course Deactivation/Reactivation Request in the Forms section of the Registrar website <http://registrar.okstate.edu>.)

*Change to Existing Course* – Check this box if changing/modifying an existing course.

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

*Course Prefix/Subject* –The prefix/subject (often the 2-4 letter department abbreviation) under which the course is being offered has changed. Given restrictions within the student information system, this request requires prior approval by the Registrar.

*Course Number* – A change in any or all of the four digits that designate the course. The first number identifies the level of the class (freshman, sophomore, junior, senior, masters, doctoral, professional) and the last number indicates the number of credits. If the course will be offered for variable credit, the course number must end in zero. If you are requesting a new or modified course number, call or email Classroom Scheduling for an available new number (744-6885 or gurooms@okstate.edu). Course numbers may be reused for courses offered only for graduate credit if the course has not been offered in at least 15 years. The description of the course must include information about the previous course, e.g., ECEN 5783 was used to denote Random Systems Analysis prior to 1990.

*Credit Hour Configuration* - Credits for an existing course are being increased or decreased or there are changes in the type of credit hours (Lecture/Theory, Lab, Discussion, Independent Study, and Clinical) or contact hours. Remember that one semester credit hour requires 16 hours of instructional contact (or 16 50-minute class meetings) for lecture/theory courses as defined by the State Regents (see OSU Policy 2.0204 Standards for Semester Credit Hour).

*Total Semester Credit Hours* – The number of credits for the course.

Specify Credit Hours by Type:

*LEC/TH* – Specify the number of credit hours of theory or lecture hours per week (based on a 16 week semester). If the course will only be offered electronically, provide the best estimate of “seat” time on a weekly basis. That is, if the proposal is for a three-credit course, will the student be engaged for three hours per week of instructional time (plus additional outside of class preparation)?

*LAB* – Specify the number of credit hours of laboratory per week (based on a 16 week semester). A minimum of two hours of lab is equivalent to one hour of lecture.

*DISC* – Specify the number of credit hours of small group discussion per week (based on a 16 week semester).

*IS* – If the course is an independent study class, research, internship or similar activity, specify the equivalent number of credit hours per week the student must devote to the class.

*CLN* - Specify the number of credit hours for clinical rotations per week (based on a 16 week semester). Similar to laboratory credits, a minimum of two hours of clinical rotations are equivalent to one hour of lecture.

*Cumulative Max Total Hours for Variable Credit Courses* – The maximum credit obtainable by taking a variable credit course multiple times. For example, Max. = 6 means a student can earn 6 credits with this course toward graduation requirements. He/she could enroll in 6 one-credit courses, 3 two-credit courses, or 2 three-credit courses.

*Total Contact Hours* (per week) – For the total class and each class type (TH, LAB, DISC, IS and CLN), specify the actual amount of time per week the student will spend in class (based on a 16 week semester).

*Course Title* – A change in the title of the course as shown in the catalog. Provide both an abbreviated title (30 character max), and, if needed, a full title to accommodate titles with more than 30 characters.

*Course Description* – The catalog description of the course is being changed. Limit the course description to 500 characters and edit carefully. The description will be published in the catalog as submitted. See the current catalog for sample descriptions.

*Prerequisites* – The course or courses that must be taken prior to taking this course is (are) being changed. Prerequisites, co-requisites, and other enrollment restrictions that are enforced in the student information system must first be published in the catalog.

*Grade Modes* – A change in the grading mode/type. If specific sections of a course offering may be graded differently from other sections, check all grade modes that may be used. The standard grade mode for all thesis (5000) and dissertation (6000) courses uses SR (satisfactory research) and UR (unsatisfactory research). Master's degree creative component courses may request use of the "R" grade by checking the Research box.

*Course Equivalencies* – A change in course equivalencies. Equivalent courses are academically equivalent and are treated as the same course when applying the undergraduate repeat policy (see Academic Regulation 6.13). Sometimes equivalent courses exist in two or more departments where the course numbers and titles are the same and the prefixes differ. Include "same course as..." statements at the bottom of both course descriptions. (Formerly, equivalent courses were sometimes referred to as *crosslisted*, but this term means something different in Banner.)

*Mutually Exclusive Courses* – A change in mutually exclusive or overlapping course pairings. Mutually exclusive courses are not academically equivalent, but they share enough overlapping content that students can apply only one of these courses toward a degree. Include "may not be used for degree credit with..." statements at the bottom of both course descriptions. Banner will prevent students from enrolling in mutually exclusive courses (unless they receive special permission).

*Internship or Practicum Courses*– A change in the internship or practicum status of a course.

*Level: UG, GR, Prof* – A change in the levels for the course: undergraduate, graduate, or professional. If graduate credit is sought, verify that the content of the course is sufficient for graduate credit. **Requests for graduate credit for new 3000 and 4000 level courses will be denied.** If changes are requested to a 3000 or 4000 level class that already carries graduate credit, the course number will have to be changed to a 5000 level number.

*CIP Code* – Required for new courses or when the code is changing. For existing courses, the CIP code is listed at the bottom of SIS screen 125 [or equivalent Banner location]. See <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>

**General Education Credit** – To request general education credit, a submission will need to be submitted through the college curricular contacts to include a cover sheet and a syllabus inclusive of the requirements. See the Academic Affairs website: <http://genedreview.okstate.edu>.

**Professional Education Council** – Any proposed new professional education course must be reviewed by the Professional Education Council **prior to submission to Academic Affairs**. In addition, requests to modify and delete existing courses must be submitted to the Professional Education Council.

### **Present Course as Listed in the University Catalog**

This section is on the left side of the CAF. Provide all of the information requested exactly as it exists at the current time for changes to existing courses.

### **Recommended Change or New Course**

Provide all information requested exactly as it is to appear in the University Catalog for new course requests. The information for new course requests should be listed on the right side of the form. When submitting changes to existing courses, the current information should be listed on the left side and changes indicated on the right side of the form. Only complete the items in this section that are changing. See the “Changes” section above for a description of the components of this section. When dropping a course, you only need to complete the course prefix/subject, course number, and title portion of the section on the left side of the form.

### **Reason for Request/Supplementary Information Form**

**State Reason for the Request** - Provide rationale for the changes requested.

**Supplementary Information Form** – For new courses, attach a completed Supplementary Information form with syllabus. If the new course could have a significant impact on other courses or programs in other departments or colleges, describe interactions with those units on the Supplementary Form.

**Attach a copy of any emails from representatives of departments with whom your proposal was discussed.**

### **Approvals**

Secure the approvals indicated at the bottom of the CAF prior to submitting the form to Academic Affairs. Any proposed graduate level course additions or changes require approval by the Graduate College and should be submitted directly to Academic Affairs who will assure review of the form by the Graduate College.