

## Change in Course Form Instructions

(A brief supporting statement or syllabus is required for all requests as indicated)

- Item 1.** Name of department – do not abbreviate.
- Item 2.** Course prefix, course number and complete title of course.
- Item 3.** Choose appropriate change(s) requested, *and attach a brief supporting statement for changes made to Items 3a thru 3d, and Item 5 below.*
- a) **Prerequisite(s) change** – Indicate the “old” prerequisite as given in the University catalog. Course numbers of 300 and 400 require the minimum prerequisite of “junior or senior classification.” The prerequisite of “or approval of instructor” may also be added.
  - b) **Withdrawal** – Give reason for course withdrawal. This will delete course from inventory and catalog.
  - c) **Cross-list with** – Cross-listed course should be identical, except for the course prefix (and sometimes number). Cross-listed courses require the signature of both department heads.
  - d) **Course title and description change** – Complete Item 4 and Item 5 below. List *current* catalog course title and description in Item 4; list *proposed* new course title and description in Item 5. If title change *only*, list the current title and description in Item 4 and list only the new title in Item 5. *Note: Title changes require Item 6 below to be completed.*
  - e) **Course prefix, course number, contact hours (lecture/lab) and credit hours change** – Complete Item 6a and 6b. A prefix change for multiple courses (i.e., all ELEN courses to ECEN) can be requested through a memorandum with appropriate signatures. Contact the Associate Director of Curricular Services for additional information. *A syllabus is required for this type of request.*
- Item 4.** *From Item 3d above. Current course title and description from catalog.*
- Item 5.** *From Item 3d above. Proposed title and catalog description. Course description must not be more than 50 words long, and consist of short phrases connected by semicolons; use commas to separate a series. Reference catalog course descriptions for examples.*
- Item 6.** *From Item 3e above.*
- a) **As currently in course inventory:** (as it appears in Compass Forms SCACRSE & SZACXRF)
  - b) **Change to:**
- Fill in prefix and course number, and short title with no more than 24 letters and spaces (this will appear on the students transcript). Try to use abbreviations that most people will recognize. The short title must be from Item 2, and not a condensed title from the course description. Example, “Introduction to Semiconductor Theory” should not be “Introduction to SC Thry”; instead, make it “Intr to Semiconduct Thry.”
- Fill in the lecture and lab **contact** hours, and the semester credit hours (SCH). Examples: For a 3-hour lecture, no lab, and 3 SCH course, fill in 03 for Lect, 00 for Lab, and 03 for SCH. For a 3-hour lecture, 2-hour lab, and 4 SCH course, fill in 03 for Lect, 02 for Lab, and 04 for SCH. **NOTE:** A 1-contact hour lab gives you 0 SCH. There must be 2 or 3-lab contact hours for 1 SCH.
- Subject matter content code (CIP Code) should be determined by the department submitting the new course request to make sure the proper subvention funding is obtained for the course. These codes can be obtained from the Texas Higher Education Coordinating Board (THECB) website: <http://www.txhighereddata.org/>. The Associate Director of Curricular Services can assist departments with this process.
- The administrative unit number may be found on Compass Form SZACXRF for an existing course in the department with the same prefix.
- The academic year is when the course will appear in the University catalog (i.e., 08-09).
- Level refers to course level: 100 = 1, 200 = 2, 300 = 3, 400 = 4, 600 = may be 5 or 6, 900 = 7. For example, view an existing course on Compass Form SZACXRF and reference the level given for that course.
- Approvals.** Appropriate approval signatures must be obtained before submitting the course request to Curricular Services (undergraduate) for UCC or Graduate Studies (graduate) for GC.