

A GUIDE FOR COMPLETION OF COURSE ACTION FORMS

May 2009

INTRODUCTION

This document has been prepared as a guide for submitting a course action form to Academic Affairs. Please use the most recent version of the form (available at <http://osu.okstate.edu/acadaffr/aa/PDF%20Files/courseactionform.doc>). If questions remain, please contact Academic Affairs (x47135). The last item in this document describes the format each college must utilize for preparing a summary that indicates collectively the course action forms submitted from the departments.

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

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

Requested Changes (Check All Appropriate Boxes):

Course to be dropped – The effective date the course will no longer be taught in any form (lecture, video, internet or correspondence) at OSU.

*New Course to be Added*¹ – 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.

Change in Credit – Credits for an existing course are being increased or decreased.

Change in Description – The written description of the course is being changed.

*Change in Number*¹ – A change in any or all of the four digits that designate the course.

Change in Title – A change in the title of the course as shown in the catalog.

Change in Prefix – The prefix (usually the department name) under which the course is being offered has changed. Given restrictions within SIS, this request requires prior approval by the Registrar.

Change in Prerequisite – The course or courses that must be taken prior to taking this course is (are) being changed.

General Education Credit – (drop-add-retain) – The course is requested to fulfill a general education requirement. General Education credit is granted by the General Education Advisory Council. A course must meet the criteria and goals described in the "General Education Area Designations – Criteria and Goals" document. No course can be designated as general education and also provide graduate credit. To request general education credit, a General Education Course Information Form must be submitted on the Web. The online form is available from the Academic Affairs web page at: <http://genedreview.okstate.edu>.

¹**Please note that if you are requesting a new course or change in a course number you must check SIS screen 128. If the course number appears on this screen you must select another number.**

Graduate Credit – (drop-add-retain) - The content of the course is sufficient for graduate credit. If graduate credit is requested for a 4000 level course, a **syllabus describing the extra academic activity that must be completed to earn graduate credit must accompany the course action form**. All courses seeking graduate credit must also be approved by the Graduate Dean. Requests for graduate credit on new 3000 level courses will be denied.

If changes are being made in a 3000 level class that can be elected for graduate credit, please attach a current syllabus to demonstrate what extra requirements a student must complete to earn graduate credit. Students cannot earn graduate credit simply by completing the undergraduate requirements for the class.

Crosslisting – (drop-add-retain) means that the course exists in two or more departments. In general, the course numbers and titles are the same and the prefixes differ.

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

Graduate College – A proposed new course requiring approval by the Graduate College should be submitted directly to Academic Affairs who will assure review of the course action form by the Associate Dean of the Graduate College.

Present Course as Listed in the University Catalog –Provide all of the information requested exactly as it exists at the current time.

Recommended Change or New Course - Provide all information requested exactly as it is to appear in the University catalog.

Course Number – Specify the proposed course number. 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*. Specify the range of credits in which a student may enroll in a given semester. For example, 1-3 credits means one, two, or three credits can be elected.

Prerequisites – The course or courses that must be taken prior to enrolling in this course.

Electronically enforced prerequisites, corequisites and enrollment restrictions must be provided for the course description and requested in writing through the Registrar's Office.

Semester Credit Hours - Specify the total number of credit hours assigned to the course. Remember that one credit hour requires at least 16 hours of contact (lecture, discussion or independent study) as defined by the State Regents (see OSU policy and procedure 2.0204.02 Standards for Semester Credit Hour).

Specify Credit Hours by Type:

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?

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.

Cumulative 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.

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

Abbreviated Title for Permanent Record – Provide a title that is no longer than 28 characters and spaces. This is the title that will appear on the student transcript.

Catalog Description of New Course or Revised Course – Limit course description to 500 characters and write the description to match examples shown in a current catalog.

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

For new courses, also include 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 an email from representatives of departments with whom your proposal was discussed.**

The box labeled: **Please Complete – Do Not Leave Blanks** –

Mode of Instruction – code the mode of instruction for the course as follows:

Lecture with lab.....	00
Lecture with discussion, activity, demonstration, clinic.....	01
Recitation, seminar.....	02
Laboratory.....	03
Internship, Field Experience, Clinical Practice.....	04
Physical Education Activity, Recreation Activity.....	05
Speech, Drama, and Journalism Activity.....	06
Independent Study, Directed Readings.....	07
Research: Master Thesis, Doctoral Dissertation.....	08
Individual Instruction.....	09
Other (explain in 50 letters or less).....	10

HEGIS CODE – Enter the HEGIS code, located at <http://osu.okstate.edu/acadaffr/aa/PDF%20Files/HEGIS.pdf>, assigned to the department prefix.

CIP Code – <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>

Approved for SR/UR Grades – Grades of “SR/UR” (satisfactory research, unsatisfactory research) may only be given for thesis or dissertation courses. Master’s degree creative component courses may request use of the “R” grade by typing “R” in the box.

General Education Course – Answer Y (yes) or N (no).

Pass/Fail Grading – yes or no.

College Summary Sheet

Each college must submit a summary sheet (see attached sample) that lists every course action request 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.**

The summary will be divided into several course categories: additions, modifications, deletions and mechanicals. Mechanicals include changes to courses that serve as a prerequisite to your course (for example, if your course has a prerequisite of UNIV 1111 and UNIV 1111 is changing to UNIV 2222, changing this prerequisite on your course is a mechanical change).