

Course Information – Change/Drop form

- This form is used to drop a course or to make changes to an existing course. The forms are produced reflecting the current catalog information on file with the Registrar's Office.
- Changes are made directly to the appropriate item on the form in **red** ink.
- If new course fees or changes to the current fees are being proposed, the appropriate information must be added to the Course Computing Lab and Expendables Fees for New Courses form as part of the Course Proposal process.

1) **COURSE INFORMATION:** Course prefix, course number and course title are displayed.

No Change **Change Course** **Drop Course:** Place a check on the appropriate line indicating the action being taken, if any, on the course.

Are you replacing this drop with another course?: If the course is being dropped AND the dropped course is being replaced by another course as a direct equivalent circle 'Y' (yes) and list the course on the line provided; otherwise circle 'N' (no).

Cross Listed Course: Indicates when the course is offered by more than one academic department. Cross listed courses are identical in title, course content, and format and share identical course numbers; the only difference being the course prefix. Courses may also be cross listed between graduate level and undergraduate level within an academic department; the only difference being the first digit of the course numbers (i.e. SS4123 and SS5123) with the last three digits being identical.

Course Title: The primary title for the course. This title appears on the student's transcript, class lists, Schedule of Classes, and most course, schedule, and registration reporting. The title should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 30 characters, including spaces.

Alternative Catalog Title: The full title of the course that appears in the catalog. The title should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 100 characters, including spaces. *This title is not necessary if it is identical to the Course Title.*

2) **CREDITS:**

- a. **Credits:** The units used to measure course work and the number of semester credit hours that can be earned by students who successfully complete the course. A course may have either a fixed number of credit hours or a variable number of credit hours. Credits must be 1.0 or greater, in whole credits, with the exception of some co-curricular offerings. If the credits are changed it may be necessary to change the class hours.
- b. **Contact Hours per Week:** The number of hours (1 contact hour = 50 minutes) scheduled per week that students of the course are in contact with their instructor.

If the course is in a time frame other than a 14-week semester the contact hours must be equivalent to a semester experience.

- **Lecture:** Class format in which the instructor takes the lead role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. One credit hour is assigned for each contact hour (50 minute meeting time) per week.

- **Recitation:** Class format that involves one instructor to a smaller group of students. A certain amount of interaction and discussion is expected between the instructor and students. One credit hour is assigned for each contact hour (50 minute meeting time) per week.
- **Laboratory:** Class format in which the primary emphasis is on doing or observing, with the majority of the course activity placed on the student, under the direction and supervision of an instructor. The purpose of the activity is to provide first-hand experience, develop and practice skills, translate theory into practice, and develop, test, and apply principles. Laboratory and field courses are typically assigned one credit for 50-170 minutes (one to three contact hours), two credits for sections ranging from 170-230 minutes (two to four contact hours), and three credits for those ranging from 170-290 minutes (four to six contact hours). The variation in time-to-credit is intended to reflect both the intensity of the laboratory experience and the time required out of class to develop reports. Field classes typically carry the same or fewer credits per class hour compared to laboratory classes since time is often spent in transit and in other relatively low intensity learning activities.

c. **Research Course:** A course where individualized or collective research is done.

- **Undergraduate Research:** Class format in which students are engaged, under the leadership of an instructor, in highly individualized or collective research that may continue for more than one semester. This is typically independent research under the guidance of a faculty member.
- **Master's Degree Thesis Research:** Highly individualized, investigative study that typically continues for more than one semester. The student and their research faculty advisor agree upon the scope and breadth of the research.
- **Doctoral Degree Dissertation Research:** Highly individualized, investigative study that typically continues for more than one semester. The program of study and research will be planned and supervised by an Advisory Committee.

d. **Special Topics Course:** A course that allows for a special title and focus, which may be different from section to section. Special topics courses are typically used to take advantage of visiting professor expertise, independent study, or to offer a course on a trial basis before proposing it as a permanent course.

3) **ADDITIONAL CREDITS – PASS/FAIL:**

- a. **Additional Credits:** Indicates whether a course may be repeated for additional credits and how many credits a student may earn by taking and passing the course more than once. Courses may be repeated for a maximum amount (in increments of the total course credits) or for an unlimited number of credits.
- b. **Pass/Fail:** Indicates if the course is offered in a Pass/Fail grade mode only. Course credits and grade are not calculated in the student's GPA. This option should only be used if all students who take the course will be taking it under the pass/fail grade mode.

4) **REQUISITES:** Indicates if other courses are required prior to, or in conjunction with, taking this course.

- a. **Prerequisites:** Courses that are required to be taken prior to taking this course. The prerequisite course provides a foundation of knowledge in preparation for this course.
- b. **Concurrent Prerequisite:** A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as this course.

- c. **Corequisites:** Courses that **MUST** be taken together in the same semester. Corequisites do not have to be reciprocating. i.e. students may be required to take a certain lecture if they choose to take a certain lab, however students who choose to take the lecture may not necessarily be required to take the lab.
- 5) **CATALOG DESCRIPTION:** Brief description stating the major emphasis of the course that appears in the catalog, one paragraph long, 40 words or less. See "Writing a Course Description" for more information.
- 6) **REGISTRATION RESTRICTIONS:** Restrictions placed on enrollment in the course. May require permission to enroll or may indicate the type of student who is or is not eligible to enroll. These include:
- Department permission
 - Instructor permission
 - College/School restrictions
 - Major restrictions
 - Class restrictions
 - Student level restrictions (i.e. undergraduate level or graduate level)
- 7) **SEMESTERS OFFERED:** Indicates which part(s) of the academic year the course will be taught – Fall, Spring, Summer, or On Demand. Also indicates if course is offered in alternating years.
- 8) **FEES:** This area is used as a reminder to complete the *Course Computing Lab and Expendables Fees* form when there is a new fee or change to an existing fee. Do not make fee changes on the Course Change/Drop form as course fees are reviewed through a separate process.
- 9) **DISTRIBUTION LIST:** Indicates if the course is currently on the general education HASS Distribution List (HASS), the HASS Creative Endeavors list (CREA), or the HASS Supplemental list (SUPP). Complete the *New Distribution List Proposal* form to request that a course be added to the HASS list.
- 10) **RATIONALE FOR CHANGING OR DROPPING THIS COURSE:** Include a brief statement explaining the purpose for changing or dropping this course.
- 11) **COURSE(S) THAT USE XXNNNN AS A PREREQUISITE:** A list of courses that use this course as a prerequisite. Acknowledgment of course change(s) is required from each academic department offering courses on this list.
- 12) **COURSE(S) THAT USE XXNNNN AS A COREQUISITE:** A list of courses that use this course as a corequisite. Acknowledgment of course change(s) is required from each academic department offering courses on this list.