Item 1. Indicate whether the request is for an undergraduate, graduate or first professional program.

Item 2. Name of department or program – select from drop down list in PDF or enter complete name (do not abbreviate).

Item 3. Enter current course prefix, course number and complete title of course.

Item 4. Choose appropriate change(s) requested, and attach a brief supporting statement for changes made to Items 4a thru 4d, and Item 10 below. Item 11a is to be completed for all changes.

a) Prerequisite(s) change – In “From,” indicate the “old” prerequisite as given in the University catalog. In “To,” for 300- and 400-level courses, prerequisites must contain either a course prerequisite implying course is designated as upper division students or if no prerequisites, then junior or senior classification. You may also include “or approval of instructor.”

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/or description change – Complete Item 8 and Item 9 below. List current catalog course title and description in Item 8; list proposed new course title and description in Item 9. If title change only, list the current title and description in Item 8 and list only the new title in Item 9. Note: Title changes also require Item 11a and 11b to be completed.

e) Course number, contact hours (lecture/lab) and semester credit hours change – Complete Item 11a and 11b. A syllabus is required for this type of request.

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.

Item 5. Indicate if the course is an existing core curriculum course.

Item 6. Indicate new grade mode if grading is changing: letter grade, satisfactory/unsatisfactory or pass/fail (CLMD).

Item 7. Enter stacked course number if the course is stacked.

Item 8. Verify review of Export Control Basics for Distance Education.

Item 9. From Item 4d above. Enter current course title and description from catalog.

Item 10. From Item 4d above. Enter 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 Style Guide at http://curricularservices.tamu.edu and/or catalog course descriptions for examples.

Item 11. 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 30 letters and spaces (this will appear on the student’s 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.