Course - New - v22.23
Course

General Catalog Information (NEW)   ⌃

IMPORTANT: Complete the fields below

Contact person*

Type in name, email, and phone

Department*

Select department.

Subject*

Select prefix (i.e. ACCTG). To create a new prefix, please email curriculog@k-state.edu.

Catalog Number*

Enter course number (i.e. 110). Be sure the number has not been used within the past five years.

Long Course Title*

Enter course title; use Initial Caps.

Short Title*

Short title is printed on the transcript and limited to 23 characters. Use Initial Caps. Refer to standard abbreviations if needed.

Credit Hours/ Units*

Enter credit hours. If variable then enter a range using a hyphen. Refer to credit hours definitions in Faculty Handbook F115.

Catalog Description*

> [   ]

Enter the catalog description. Include key terms to indicate the primary content in the course. Recognize that the statements do not necessarily need to be in complete sentences. Keep the length of the entire course description to approximately 500 characters.

Need help? See [Course Description Guidelines](#)

Note

> [   ]

Include informational administrative notes for catalog display purposes (such as: intended for non-majors only, required of all economics majors, two weekend field trips required, credit not granted for both COMM 105 and 106, etc.) Do not include enforced restrictions that are included in Requisites below.

- Determine **Repeat for Credit** status. Is this course "Repeatable"?

- **HINT:** Select **N** - if course is NOT repeatable *(retake rules apply)*

- **HINT:** Select **Y** - if course is "Repeatable" *(student accumulates additional credit*)

- courses typically designated "Repeatable" include topics, seminar, internship, ensembles, and research courses

Repeat for Credit*

> [▲]
> [▼]

*Select "N" if NOT repeatable (retake rules apply) *****Select "Y" if "Repeatable" (student accumulates additional credit)*

Total Units Allowed*

> [   ]

*If "Repeat for Credit = N" then enter "credit hours for the course" ***** If "Repeat for Credit = Y" then enter "99.00" (optional: enter maximum credits allowed if there is a limit)*

Allow multiple enroll in term*

Total Completions Allowed*

*If "Repeat for Credit = N" then select "N" ***** If "Repeat for Credit = Y" then select "Y"*

*If "Repeat for Credit = N" then enter "1" ***** If "Repeat for Credit = Y" then enter "99" (optional: enter maximum times it is repeatable for additional credit)*

Requisites (Prerequisite, Corequisite, Recommended Prerequisite)

Begin with "Prerequisite", "Corequisite" or "Recommended Prerequisite" followed by a colon. Leave this field blank if there are no requisites. Enter courses in format such as MATH 100. Use "and", "or" and parenthesis to clarify meaning. Include minimum grade required if applicable. Also include enforced restrictions that are required before a student can enroll such as major and academic level. Do not include informational administrative notes for catalog display purposes. IMPORTANT: Courses listed here must be included in the Impact Statement.

Enrollment Requirement Group

Enter the 6-digit "Enrollment Requirement Group" number in KSIS that codes the requisite rule.

Cross-listed

List "CROSS-LISTED" course(s) here. Definition: Cross-listing is an administrative way for two or more academic units to share responsibility for a single course. The same course is offered collaboratively by two or more academic units and identified by the same course hundred level (i.e. both 2xx, 3xx, etc.), course name, course description, K-State 8 tags, and learning objectives. Cross-listed courses are combined in the course catalog and when scheduling in KSIS and are subject to the retake policy as repeated courses. EXAMPLE: ART/ENTOM 302: Art and Insects

Dual-Listed

List "DUAL-LISTED" courses here. Definition: The same course is offered by the same academic units and identified typically by the same course name, but with different course prefixes, numbers, and levels. Each course should have clear learning outcomes that address the differences in the course level combinations, between an undergraduate/graduate course combination or master/doctoral course combination. These courses are typically for undergraduate/graduate combinations and do not typically deviate more than one course (hundred) level. EXAMPLE: ACCTG 642/ACCTG 852: Accounting Research and Communication

Equivalent

List "EQUIVALENT" courses here. Definition: Courses offered by one or more academic units with different course numbers and course names and may have a similar or different course prefix. Equivalent substitute courses are noted in the catalog that they cannot be taken for credit if credit has been received in specified equivalent course(s). Equivalent courses are subject to the retake policy as repeated courses. EXAMPLE: STAT 325: Introduction to Statistics; STAT 340: Biometrics; STAT 350: Business & Economic Statistics

- **Hint:** Be sure all cross-listed, dual-listed, and equivalent courses are indicated.

- This proposal must contain the faculty vote for every department that has the course cross-listed. These votes can be included in comments. The proposal will only route through the proposing academic unit's college.

- See additional information HERE

Typically Offered*

Identify the term(s) in which the course is generally taught.

K-State 8 Tag 1

Select K-State 8 Tag 1.

K-State 8 Tag 2

Select K-State 8 Tag 2.

Rationale for K-State 8 tag

WARNING: Only courses with three or more credit hours can receive more than one tag. WARNING: for an experience (e.g. study abroad, internship or service learning) to have a tag, it should include at least 60 hours where the student is actively engaged in material related to that tag. WARNING: for a one credit hour course to have a tag, 100% of the content must address the tagged area. For more information see: http://www.k-state.edu/kstate8/tagging/GuidelinesforTagging.pdf

Grading Basis*

Select ONE. Select "Exempt" option only if grades of Incomplete will never convert to F.

Primary Component*

Default Section Size*

Choose the Primary/Graded/Enrollment component.

Final Exam*

○Y ○N

Is a final exam typically given in this course? Select Y (Yes) or N (No).

Other Required Component #2

OPTIONAL: Choose other components.

Default Section Size #2

Other Required Component #3

OPTIONAL: Choose other components.

Default Section Size #3

Other Required Component #4

OPTIONAL: Choose other components.

Default Section Size #4

Need help? See [Course Component Type Definitions](#)

Title may vary by section?

Title may vary by student?

Is this an "Undergraduate Research" course?

Is this an "Internship" course?

Is this an "English Language Program" course?

Course syllabus attached?

☐ Course syllabus (required by colleges of AS, BA, ED, EN, HE, VM)

Attach a syllabus if required. Attach a file by selecting the Files(+) icon on the top right. Click this box once the required document is attached.

For Arts and Sciences courses only

Select all that apply

Course Type*

Select the value representing the course prefix

Academic Group*

Choose the appropriate college

Status*

○ Active

Select "Active"

Rationale and Impact (NEW) ⌃

IMPORTANT: Describe rationale for the proposal

Rationale*

[   ]

Provide a through justification for why this course is being added

WARNING: Prepare impact statement

- Summarize impact this proposal may have on other units
- Explain effects this proposal will have on program requirements; is it part of any curriculum?
- Is it part of curriculum, but only among a list of numerous other options (such as technical, free, unrestricted, or humanities electives)?
- Explain effects on enrollment
- Does this course have prerequisite courses that will affect enrollment in another college?
- Does this new offering overlap content from existing courses?
- Failure to contact impacted units and include responses can cause delay
- Include responses (or lack of response) in box below or attach copies
- Include date when head of the unit was contacted

Impact Statement (i.e. if this impacts another unit)*

[   ]

Statement should include the date when the head of that unit was contacted, and the response or lack of. Be sure to include items outlined in the Impact Report and in the Requisites area. Also consider terminology that spans other disciplines such as "communications", "statistics" or "business". You may also upload attachments containing impact statements. Name files to clearly designate it contains Impact and include name of unit if needed. If appropriate indicate "No impact" or "No impact outside college".

IMPORTANT: Select Projected Term

1. If **"Earliest Available Term"** then do NOT indicate term; effective term is assigned when the proposal is fully approved
2. If **"Suspend Implementation Until"** then DO indicate term

Projected Term*

☐ Earliest available term

☐ Suspend implementation until

Indicate Term

▲
▼

Routing (NEW)   ∧

Does your department have a Department Curriculum Committee?*

○ Yes ○ No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

IMPORTANT: Click **Validate and Launch Proposal** icon

For Acalog Use Only (NEW)   ∧

Course ID

Actual Effective Term

KSIS

DARS

Global Campus

Requisite Processing

Colleges should enter notes here related to completion of Requisite rule coding in KSIS

Implementation Notes

Form Revised: 8-19-2022