

## Course - System Request - v22.23

### Course with Import Required

Begin proposal (SYSTEM REQUEST)



#### STOP:

- Use this **System Request** form to request course updates that do **NOT** require formal course and curriculum change approval.
- Use the **Course-Change** form for all updates that include changing the course prefix, number, title, description, credits, requisites, and K-State 8 tags.
- If proposed corrections/changes require additional approvals then the proposal will be rejected.

#### Contact person\*

Type in name, email, and phone.

#### Select changes requested\*

- Typos, misspellings, grammatical errors
- Attach Enrollment Requirement Group
- Add topics
- Grading basis
- Vary course titles
- Course attribute
- For Arts and Sciences only
- For Vet Med only: credit allowed
- Other (as allowed by Registrar)

#### Rationale\*

Provide a thorough justification for why this course is being changed.

**Effective Term\***

**General Catalog Information (SYSTEM REQUEST)**



**WARNING:**

- General catalog information is displayed for information only.
- **Only corrections such as typos can be corrected in this section.**

**Department\***

Department is imported. Do not make changes to this field.

**Subject\***

Subject is imported. Do not make changes to this field.

**Catalog Number\***

Number is imported. Do not make changes to this field.

**Long Course Title\***

Do NOT make changes to this field.

**Credit Hours/ Units\***

Do NOT make changes to this field.

**Catalog Description\***

*Catalog description is imported. Do not make changes to this field.*

### Requisites (Prerequisite, Corequisite, Recommended Prerequisite)

*Requisites are imported. Do not make changes to this field.*

## Change Course Information (SYSTEM REQUEST)

### WARNING:

- Make desired updates in this section

### Attach Enrollment Requirement Group

*Enter 6-digit number representing the Enrollment Requirement Group.*

### Add Topic1

### Topic2

### Topic3

### Topic4

### Note (only limited changes allowed)

*Only Repeat for Credit notes can be changed using this form*

**Grading Basis**

*Select Grading Basis*

**For Vet Med Only: Credit allowed**

*Select credit allowed*

**For Arts and Sciences courses only (select all that apply)**

*Select all that apply.*

**Title vary by section?**

**Vary title by student?**

**Is this an "Internship" course?**

**Is this an "Undergraduate Research" course?**

**Is this an "English Language Program" course?**

**OTHER:**

*Describe other changes here.*

**ATTENTION:**

- When you have finished changing course information, click **Validate and Launch Proposal**

**For Acalog Use Only (SYSTEM REQUEST)**



**Course Type**

**Status**

**Actual Effective Term**

**KSIS**

**Acalog-Undergraduate**

**Acalog-Graduate**

**DARS**

**Global Campus**

**Requisite Processing**

*Colleges should enter notes regarding completion of requisite coding in KSIS*

**Implementation Notes**

Form Revised: 8-22-2022