

# Course - System Request - v23.24

## 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 Core.
- Use the **Course-Topics** form to add topics
- 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
- 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\***

**Catalog (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.*

### 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**

Acalog Use Only (SYSTEM REQUEST)



**Course Id\***

**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: 8-20-2023