**THIS FORM IS FOR REFERENCE ONLY – ALL COURSE PROPOSALS ARE NOW SUBMITTED THROUGH CURRICULOG:** [**https://kstate.curriculog.com/**](https://kstate.curriculog.com/)

**Appendix C: Course Data Sheet Form – Change**

**Kansas State University**

**(See below to determine whether this change can go through expedited process)**

**(Please select one of the boxes below)**

**Expedited Process includes, but is not limited to: (CANNOT HAVE IMPACT ON OTHER COLLEGES)**

* Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).
* Changes in description of the course to update it with current practices or terminology.
* Change in course name based upon changes in current practices or terminology; course remains the same.
* Change in term offered.
* Change in credit hours.
* Change in course subject (possibly due to department name change)
* Change in course prerequisites
* Deleting a K-State 8 tag from a course
* Deleting a course or a course that is no longer offered
* Curriculum change
* Other minor changes (to be identified and defended by the department).

**Non- Expedited Process includes, but is not limited to:**

* Course number changes outside the current level.
* Course description changes reflecting a “rewrite” in the curriculum for the department and the major.
* Change in the delivery method of the course (lec, seminar, etc.)
* Dividing a course into two or more courses.
* Combining two or more courses into one.
* Deleting a course if it impacts students outside the college.
* Adding a new course.
* Adding a K-State 8 tag to a course
* Changing the required number of credits for completion of a program
* Curriculum change (when this has impact on another unit outside the college)
* Addition or deletion of an academic sub plan or plan (option, specialization, minor, certificate, etc.).

**Other minor changes:**

If the change is very minor and will not affect other departments (i.e. a typographical error, etc.), then this course change needs DEPARTMENT approval only. The department may submit this form directly to Enrollment Services for processing.

Fill out sections in CURRENT (be sure to use current catalog information) and CHANGE TO columns only when appropriate.

*Additional Information:*

*If you are dividing one course into two or more courses with one course retaining the existing number*

* *CHANGE for existing course; ADD for new course(s)*

*If you are combining two or more courses into one course*

* *DROP for course not being retained; CHANGE for course being retained*

*If you are combining two or more courses into one course with a new number*

* *ADD for each new course; DROP for old course*

|  |
| --- |
| Department:  Dept Head Signature: Date: |
| Contact person(s) for this proposal: |
| Subject       (i.e. ACCTG) Catalog Nbr:     (i.e. 110) |
| Course short title:        (i.e. Intro to…) |

Please note the following deadlines:

Course Adds, Drops, and Changes Must be submitted to Faculty Senate Must be approved by

effective for: Academic Affairs prior to: Faculty Senate by:

Fall 2nd April meeting May meeting

Spring 2nd September meeting October meeting

Summer 2nd January meeting February meeting

**Effective term for requested action:** Term       Year

**Rationale:** --enter rationale here--

**Impact (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:**

**CURRENT****CHANGE TO**

\* = Required Fields

|  |  |
| --- | --- |
| ***\*Subject***       ***Nbr*** | ***Subjec****t*       ***Nbr*** |

***\*Short Title (Description):*** *Length=30* (use Initial Caps)

|  |  |
| --- | --- |
|  |  |

***\*Long Course Title*:** *Length=100* (use Initial Caps)

|  |  |
| --- | --- |
|  |  |

**\**Course Description (including course components and time dedicated to them (rec, lec, lab, etc.)*:**

|  |  |
| --- | --- |
|  |  |

**\*Credit Hours/Units:** *Select one*

|  |  |
| --- | --- |
| *Fixed Hours* | *Fixed Hours* |
| *Variable Hours*     *to*      *Minimum Maximum* | *Variable Hours*     *to*  *Minimum Maximum* |
|  |  |

***\*Grading Basis:*** Select ONE

|  |  |
| --- | --- |
| Graded (Letter grade; Non-exempt) | Graded |
| Graded-IH (Letter grade; Exempt) | Graded-IH |
| Credit/No Credit (Credit/No Credit) | Credit/No Credit |
| Student Option (Graded and APassF; Non-exempt) | Student Option |
| Student Option-IH (Graded and APassF; Exempt) | Student Option-IH |
| Note: Non-exempt=grades of Incomplete may convert to F  Exempt=grades of Incomplete will never convert to F |  |

***Repeat for Credit:*** Select if applicable:

|  |  |
| --- | --- |
| This is a repeatable course (Student may reenroll to accumulate  additional credit) | This is a repeatable course (Student may reenroll to accumulate  additional credit) |
| This is not a repeatable course (Retake rules apply when student  reenrolls) | This is not a repeatable course (Retake rules apply when student  reenrolls) |

***\*K-State 8:* (only courses with three or more credit hours can receive more than one tag)**

*Tag1* *Tag2 Tag1* *Tag2*

*Select* ***up to two*** *K-State 8 tags*

A = Aesthetic Interpretation

D = Human Diversity within the US

E = Ethical Reasoning and Responsibility

G = Global Issues and Perspectives

H = Historical Perspectives

N = Natural and Physical Sciences

Q = Empirical and Quantitative Reasoning

S = Social Sciences

**Rationale for K-State 8 tag:** --enter rationale for K-State 8 tag here--

***\*Terms Offered:***

|  |  |
| --- | --- |
| Fall Spring Summer  Other (explain) | Fall Spring Summer  Other (explain) |

***\*Course Titles:***

|  |  |
| --- | --- |
| Choose from the following and complete appropriate fields: |  |
| *TITLE MAY NOT VARY* | *TITLE MAY NOT VARY* |
| *VARY BY SECTION* | *VARY BY SECTION* |
| *List topics needed:* | *Add topics:* |
| Topic 1: |  |
| Topic 2: |  |
| Topic 3: |  |
| Topic 4: |  |
| Topic 5: |  |
| Note: Topics created here are available for assignment to individual Class Sections when scheduling class sections | |
| *VARY BY STUDENT* | *VARY BY STUDENT* |

***\*Academic Group*:** Select one of the following

|  |  |
| --- | --- |
| Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) | Specify COLLEGE |
| VM (Select for all Veterinary Medicine courses) | VM |
| UG (Select for Interdisciplinary Undergraduate courses) | UG |
| GR (Select for Interdisciplinary Graduate courses) | GR |

***\*Academic Career*:** Select ONE

|  |  |
| --- | --- |
| UGRD (000-799) | UGRD (000-799) |
| GRAD (800-999) | GRAD (800-999) |

Note: Although some courses may be taken for either graduate OR undergraduate credit, one career must be selected here based solely on the course number (indicated above) to ensure accurate iSIS course entry.

***Enrollment Requirement Group*:** List pre-requisites and co-requisites here

|  |  |
| --- | --- |
| Required Recommended | Required Recommended |
| Pre-Requisite: | Pre-Requisite: |
| Co-Requisite: | Co-Requisite: |
|  |  |

***\*Components:*** *(Choose all that apply)*

|  |  |
| --- | --- |
| The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components. | |
| Choose ONE to be considered the Graded/Primary/Enrollment component:  Component Default Section Size | Component Default Section Size |
|  |  |
| Choose other required components: |  |
|  |  |
|  |  |
|  |  |
| ACT=Activity OTH=Other  AUD=Audio PRC=Practicum  FLD=Field experience QZ=Quiz  HLP=Help REC=Recitation  IND=Independent Study RDG=Readings  INS = Individual Instruction RSH=Research  INT=Internship SEM=Seminar  LAB=Lab SLF=Self Paced  LEC=Lecture STD=Studio  LES=Lessons TCH=Student Teaching |  |
|  |  |

***Will one or more the sections in this course be offered as distance education?***  *Yes  No*

*If yes, please be sure to make contact with DCE office.*

|  |  |
| --- | --- |
| ***For Veterinary Medicine courses only: Course is offered for types of credit*** *(check all that apply)* | |
| *Undergraduate* | *Undergraduate* |
| *Graduate* | *Graduate* |
| *Veterinary Medicine* | *Veterinary Medicine* |

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

|  |
| --- |
| *Fine Arts* |
| *Western Heritage* |
| *Literary* |
| *Social Science* |
| *Natural Sciences*  *Physical Sciences* |
| *Quantitative* |
| *International Overlay* |
| *General Education (i.e. K-State 8)* |

**For Office Use**

Date approved by Department Faculty:

Date approved by College Course and Curriculum committee:

Date approved by College Faculty (if needed):

Date approved by Graduate Council:

Date approved by Faculty Senate (if needed):