

This form may only be used for courses not requiring Curriculum Committee approval (Community Ed, Short Term Training courses, and other courses being run one term only). If your course requires Curriculum Committee approval, use the Curriculum Committee Proposal with TEAMS Elite Catalog form. If you want to run the course one term (its first term) while submitting it to the Curriculum Committee, use the Curriculum Committee form, make a copy, attach a note explaining what you are doing, get appropriate signatures, and submit to Records Office.

Type of Course: Community Ed Short Term Training One term only

Purpose of Submission:

Owned by School/Organization:

- | | | |
|--|--|---|
| <input type="checkbox"/> Create new course | BSU <input type="checkbox"/> 130294 BU | LSCS <input type="checkbox"/> 130304 LC |
| <input type="checkbox"/> Course change * | CSI <input type="checkbox"/> *LOCAL CS | NNC <input type="checkbox"/> 130311 NC |
| <input type="checkbox"/> Course retirement | ISU <input type="checkbox"/> 130301 IU | Uofl <input type="checkbox"/> 130317 UI |

Chg

Course Number: Discipline (4 char) _____ Number (3-5 char) _____ **Current Course:** _____

Chg

Course Title:
Long (35 char max): _____
Short (15 char max): _____
Current Title: _____

Chg

Credit Hours:
 Default credit hours: _____ Fixed: Yes: Max Cr Hrs: _____
 Current credit hours: _____ Variable: No:

Chg

Repeatable:
 Yes: Max Cr Hrs: _____
 No:

Chg

Enrollment Defaults:
 Maximum: _____
 Minimum: _____

Use only if the course may be repeated and the credits accumulated. The catalog description must so state.

Chg

Catalog Description: _____

Chg Instructional Method:

- | | |
|---|---|
| <input type="checkbox"/> EX-Exam | <input type="checkbox"/> LB-Lab |
| <input type="checkbox"/> CC-Coop/Clinical | <input type="checkbox"/> LC-Lecture |
| <input type="checkbox"/> IN-Independent Study/Correspondence/Video Tape | <input type="checkbox"/> IT-Internet/Computer Network |

Chg Grade Type:

- | |
|--|
| <input type="checkbox"/> LT-Letter |
| <input type="checkbox"/> PF-Pass/Fail |
| <input type="checkbox"/> NG-Not Graded |

*ONLY Mark the 'Chg' (change) box next to whatever is changing if this is a section change.

Originator: _____	Date: _____
Department Chair: _____	Date: _____
Instructional Dean: _____	Date: _____