Temple University Course Inventory Update Form

(* required fields)

*Action requested: _____ (Select one: **Establish** / **Revise**)   ***Date of Proposal**: _____
 (Note: To terminate a course, use the Course Termination Form.)

***Individual Responsible for Proposal**:

_____   _____   _____
              Name   *E-mail*   *Phone*

***Dean or Dean's Designee**: _____

***College/School**: _____   ***Department**: _____

***What type of course is this**: Academic Credit <u>or</u> Continuing Education (non-credit)? _____

***Effective Term of Action**: _____

***Subject Code**: _____   ***Course Level**: _____

***Course Number**: _____ (go to www.temple.edu/provost/aaair/documents/academic-programs/course-numbering-rules-and-conventions.pdf for standard course numbering conventions).
         If renumbering a course, specify the previous Subject Code and Course Number: _____

***Course Title** (required) (30-character limit, including spaces):
_____

Long Course Title (optional; 100-character limit, including spaces):
_____

***Total number of Credit Hours** or Continuing Education Units (CEU): _____
         If variable, enter "**to**" or "**or**" between minimum and maximum credits (e.g., "1 to 6", "3 or 4")

Repeatability: Can this course be repeated for *additional* credit? ____

Grading Mode: __**Standard** (must choose this for undergraduate courses)
                        or
                 __**Non Standard**
                        __Credit/No Credit
                        __Pass/Fail
                        __Audit
                        __ Law – International
                        __ other, please specify: _____

Schedule Type(s): _____

Course Description: (This description will appear in the online Course Catalog)

Prerequisites (Specify the **Subject Code**, **Course Number**, the **Minimum Prerequisite Grade**, and **Concurrency**. Use parentheses as well as "and"/"or" statements):

Co-requisites:

Registration Restrictions:
      Department: Include / Exclude _____
      Field of Study (Major): Include / Exclude _____
      Class: Include / Exclude _____
      Level: Include / Exclude _____
      Degree: Include / Exclude _____
      Program: Include / Exclude _____
      College: Include / Exclude _____
      Student Attribute: Include / Exclude _____
      Cohort: Include / Exclude _____

Equivalent Courses (Specify Subject Code, Number, Start Term, and End Term for each equivalent course):

Mutually Exclusive Courses (Specify Subject Code, Number, Level, Grade, Start Term, and End Term for each course):

Degree Program Attributes (check all that apply):
    __ WI – Writing Intensive
    __ HO – Honors
    __ GA – General Education Arts
    __ GB – General Education Human Behavior
    __ GD – General Education Diversity & Race
    __ GG – General Education Global/World Society
    __ GQ – General Education Quantitative Literacy
    __ GS – General Education Science & Technology
    __ GU – General Education US Society
    __ GW – General Education Analytical Reading/Writing
    __ GY – General Education Mosaics I
    __ GZ – General Education Mosaics II
    __ ANON - Anonymous Grading (for Law School use only)
    __ Other: Specify: _____

*NOTE:
- If this is an undergraduate writing intensive course, you must get approval from the Writing Committee before submitting this form for approval.
- If this is an undergraduate Honors course, you must get approval from the Honors Program Director.
- If this is a General Education course, you must get approval from the General Education Director.

Additional Information

1. Explain how this course proposal affects program requirements (i.e., specify if this course is an elective or a required course for a major, minor, concentration or certificate; specify if it is part of a change in array or part of an academic program proposal – indicate the program):

2. Explain how this proposal affects other course requirements [e.g., Is it a prerequisite or co-requisite for another course? If yes, which course(s)?]:

3. If this proposal requests a change to credit hours, specify how this change will affect the required number of credits for each impacted program (i.e., major, minor, concentration, certificate, etc.):

4. Will this course be taught at a non-Temple location?____ If yes, where?

5. Is **special approval** needed for everyone in order to register for this course? _____
If yes, specify from whom students should get approval (e.g, department chair, program director, etc.): _____
(**Note:** This special approval should be added to the special approval field on the Schedule Form (SSASECT) when opening sections for this course.)

6. Does this course require a **special fee**? ____
(**Note:** Fee requests for academic courses must be approved by the University Fee Committee before it will be entered into Banner; fees for non-credit Continuing Education courses must be approved by the Provost's designated representative and are subject to annual review.)

7. If this is an academic credit course, will it be either shorter or longer than the traditional 15-week fall or spring semester or the six-week summer term? ____ If yes, specify the length of this course: _____

8. If this is a continuing education or open learning course, specify the expected length of the course in days or weeks: _____

9. According to the university course syllabi policy (policy 02.78.13), syllabi must include "a statement of the course goals and learning outcomes that the instructor hopes students in the course will achieve." Does this course have learning goals? _____

Briefly describe how the goals for this course align with **learning goals** for the program/major:

Required Signature from Dean or Dean's Designee:

This proposal has gone through the necessary approval processes as outlined by the by-laws, governance structure, or practices of the school/college, and I approve the proposal on behalf of the school/college.

_____   _____
Dean (or Dean's designee) Signature   *Date*

_____
Print Dean (or Dean's designee) name

For Office of the Provost Use Only:

_____ _____		_____ _____	
General Education Director Date		Sr. Vice Provost for Undergraduate Studies Date	
_____ _____		_____ _____	
Honors Director Date		Graduate School Date	
_____ _____		_____ _____	
Writing Center Director Date		Vice Provost Academic Programs Date	

Finance-Related Approvals:

_____ _____		_____ _____	
Assistant Vice President for Budget Date		Bursar Date	