

## INSTRUCTIONS FOR THE *REQUEST TO ADJUST COURSE INVENTORY FORM*

The items below are numbered to correspond to the numbered items on the form.

### 1. Type of request – New Course or Modified Course

**New** – A new course is one that has never been in the TWU course inventory or a course description and content is being changed in substantial ways so that the revised/new course replaces an old course which served a similar purpose. Please note that *both* the *syllabus form* and the *REQUEST TO ADJUST COURSE INVENTORY FORM* are required for new courses. Contact the staff for assistance in finding new course numbers because *old course numbers cannot be reused*.

**Modification** of existing course – Only used for minor changes requested to a course such as minimal changes in course description. For modifications, only the first 8 items and signature page of this form are completed and a syllabus form is not required.

### 2. Submission dates: Fall -----

TWU proposals are always submitted during the fall semester, so it is only necessary to add the year of submission. Deadlines for submission of proposals are **October 1, November 1**. If these dates fall on a weekend or holiday, the applicable date will be the next day the University is open following the specified date.

### 3. Effective date of the course – the next fall

This is the first academic year that the course will be taught. Since an academic year begins with the fall semester, all new courses will show a fall date. All courses proposed and approved in Fall 2007 will be effective in Fall 2008 due to Coordinating Board rules.

**Example:** If a new course is to be taught for the first time in Spring 2009, the effective date is Fall, 2008.

### 4. Department/Component and Program

The name of the department/component and program submitting the course proposal.

### 5. Modifications to current courses only: Give current catalog description including course prefix, number, title and description

Complete this item only for modifications to *existing* courses. State the current course information, using the catalog format for the course which includes the course prefix, number, title and description. If there are no other modifications, complete ONLY items 1-7 and signature page.

**6. Complete Course Descriptions – Must match *Course Syllabus Information form* and must appear in subsequent catalog course descriptions.**

The complete course description includes the following items, in the following order, include (1) course prefix, (2) course number *and TCCNS number if applicable*, (3) course title, (4) *short* description of course content, (5) *if applicable*, prerequisites, (6) *if applicable*, corequisites, (7) *if applicable* "may be repeated\*," (8) *if applicable*, lab *contact* hours a week, (9) lecture hours a week \*\*, (10) number of credit hours.

\*If there is a limit on the number of times a course can be repeated for additional credit, specify that number in the course description at this point.

\*\* "Lecture hours a week" may seem inappropriate for internet courses; however, due to state data reporting, class time is either lecture or lab, so a three hour internet course is usually said to have "Three lecture hours a week."

Do not include

- (1) the mode of delivery of the course - internet, etc. That information *only* appears in the *schedule*; or
- (2) "satisfies core requirement." The TWU core may change and affect what courses can satisfy core requirements.

**Catalog Course Description Example – with TCCNS number in parentheses:**

**BACT 1003. Microbiology.** (BIOL 2320) Principles, historic concepts, sterility, chemotherapy and antibiotics, immunology, serology, and diseases caused by microorganisms. Corequisite: BACT 1001. Three lecture hours a week. Credit: Three hours.

- **Course prefix, number, description-** should be exactly as it will appear in the catalog and as concise as possible. NOTE: Most frequent problem requiring revision of course descriptions: description being too long and wordy. Contact the staff for assistance in finding **new course numbers** because *old course numbers cannot be reused*. **Note:** (See item 9 below) Lower division courses may need to include a **TCCNS number** if courses are equivalent to those listed in the [Texas Academic Course Guide Manual](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm) (<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>).

Numbers for new courses in a series: If courses have the same name, they should be named to indicate sequence with a Roman numeral following course title. If the course is one of a series, the prerequisite courses should be given for later courses.

- **May be repeated for additional credit**  
This does *not* refer to students repeating a course for improving a grade, but for courses that have different content when repeated for more credits, such as special topics or similar types of courses. If "yes" is marked, the course can be taken more than once for additional credit, this information should be included in the course description, noting the number of times the course may be repeated for additional credit.

- **Total contact hours a week**

State the total number of hours the class meets a week.

- a. Total lecture hours a week
- b. Total lab hours a week

If the course includes contact hours for lecture and lab instruction, show the number of hours a week for each type of instruction.

- **Semester credit hours: Determining credit hours per course:**

State the number of credit hours the student will receive for this course. Be sure that the last digit of the course number matches the number of semester credit hours.

Use the following information to determine SCH:

Lecture/Seminar: 1 contact hour = 1 SCH

Lab: 2-4 contact lab hours = 1 SCH

4-6 contact lab hours = 2 SCH

6-8 contact lab hours = 3 SCH

8-10 contact lab hours = 4 SCH

Example: If a course notes two (2) lecture hours a week and two (2) lab hours a week, the primary type of instruction is *lecture* since a lecture generates 2 SCH, while the lab only generates 1 SCH for two hours of instruction.

## 7. Brief justification for new course or reason(s) for modification of existing course:

- Keep justifications brief, but give enough information so that the committee can give due consideration to the proposal/modification. Some justifications include program revision, updating the curriculum, meeting certification requirements.
- Please specify if the proposed courses have previously been taught as special topic courses.

## 8. Short course title:

A short course title is an abbreviated form of the regular title. It has no punctuation and is limited to 30 characters, including spaces. Only upper case letters are used in the short course title; avoid over-shortening the title also.

**Example:** Role Seminar in Advanced Nursing Practice (long title)  
ADV PRACTICE NSG SEMINAR (short title)

## 9. Course level and academic level:

In most cases, the course level can be determined by the first digit of the course number: 1 (freshman), 2 (sophomore), 3 (junior), 4 (senior), 5 (masters), 6 (doctoral). However, some graduate course levels differ from the course number.

Indicate the graduate academic level of the course: MS (Master's) or PHD (Doctoral).

**Note:** Courses that are level 3 or 5 and graduate courses should NOT be introductory courses, but advanced classes. In addition, **the Coordinating Board expects that most core courses to be level 1 or 2 courses.** The [Texas Academic Course Guide](#) and The Texas Common Course Numbering System (TCCNS)

list courses that are commonly taught at the lower levels. The university is expected to list in the catalog the [TCCNS numbers](http://www.tccns.org/matrix/index.asp) for lower division courses when content matches those listed there (<http://www.tccns.org/matrix/index.asp>).

#### 10. Malpractice Liability Insurance:

Students enrolled in practicum courses or courses requiring clinical experience will be charged a fee for malpractice insurance. Departments should check the list of courses annually in preparing the fall schedule to assure that malpractice fees are properly entered.

#### 11. Course fee – Total course fee, not \$ per SCH

The Board of Regents has authorized that every course will be assessed a course fee between \$4 and \$200 for each semester credit hour. Currently, the minimum course fee is \$4 per semester credit hour.

To adjust fees in CURRENT courses, use the [Course Fee Adjustment Form](#) when requesting course fee changes. **Do not use** the *REQUEST TO ADJUST COURSE INVENTORY FORM* for fee changes. To assist students in planning, requests to change course fees on existing courses will be processed only once a year with proposals due Sept. 15 and Oct. 15.

**Distance Education Fee: Do not use** the *REQUEST TO ADJUST COURSE INVENTORY FORM* to list distance fees or for fee changes. Changes in Distance Learning fees are made through [the form](#) from the Distance Learning office.

#### 12. Lab Fee

The state requires a minimum \$2, but no more than \$30, fee per lab course.

#### 13. CIP Code

The Classification of Instructional Programs (CIP) codes are codes established by U. S. Dept. of Education and followed by the Texas Higher Education Coordinating Board to identify specific program. State funding is based on the CIP code. Refer to the most current TWU course inventory for a list of CIP codes in your component and find a CIP code for a course with similar content – in the far right column. Or contact staff liaisons for assistance if needed. The [entire CIP code](#) list is available online.

#### 14. Campus location

Indicate the campus/es where the class will be taught regularly: University of Dallas, Denton, Dallas-Presbyterian, Dallas-Parkland, Houston.

#### 15. Primary type of instruction:

Of the nine types listed, only one may be chosen as the primary method of instruction:

- |                      |                    |
|----------------------|--------------------|
| 1. Lecture           | 6. Private Lesson  |
| 2. Laboratory        | (7. Discontinued ) |
| 3. Practicum         | 8. Thesis          |
| 4. Seminar           | 9. Dissertation    |
| 5. Independent Study |                    |

Courses that were formerly coded "Instructional Telecommunications" (code 7) should not be coded according to their type of instruction, rather than the mode of delivery. For example, a two-way interactive video class that is a lecture should be coded a '1'.

**Code 1: Organized Lecture Classes:** One semester credit hour (SCH) of course value = one work unit for organized classes numbered 1000 through 5000; and 1.5 for 6000 level courses.

**\*Code 2: Organized Laboratory, Physical Activity, Clinical Instruction (direct supervision of a group of students):** Contact hours for faculty exceed student credit hour value of course: Lecture Hours (as figured in Code 1) + (Lab Contact Hours x 2/3) = work units.

**Code 3: Indirect Supervision of Student Teachers, Interns, Practica and Cooperative Education:** Student also has an on-site direct supervisor or preceptor. Total semester credit hours (SCH) generated divided by 6 = work units.

**\*Code 4: Seminar Classes:** Discussion class requiring extensive student contributions. One semester credit hour (SCH) of course value = one work unit for organized classes numbered 1000 through 5000; and 1.5 for 6000 level courses.

**Code 5: Professional Paper:** Total semester credit hours (SCH) generated divided by six (6) = work units.

**Code 5: Individual/Independent study:** Total semester credit hours (SCH) generated divided by ten (10) = work units for undergraduate courses; total semester credit hours (SCH) generated divided by six (6) = work units for graduate courses.

**Code 6: Private Lesson/Instruction:** Weekly private music or other private instruction. Total semester credit hours (SCH) generated divided by 3 = work units.

**Code 7: Not currently included in THECB coding**

**Code 8: Thesis Direction:** Total semester credit hours (SCH) generated divided by 6 = work units assigned to faculty of record.

**Code 9: Dissertation Direction:** Total semester credit hours (SCH) generated divided by 3 = work units assigned to faculty of record.

*\*As **organized classes**, these require minimum student enrollment.*

**16. Cross-listed courses:** If this course is to be **cross-listed**, give the prefix, number and title of the course with which it will be/ or is cross-listed.

## **17. Type of Course**

Indicate whether the proposed course is intended for majors in the component; as a Service/Elective course of general interest to majors in other components; as a Global Perspectives course; as a required course for core curriculum; as a replacement for another course; or for other purposes.

**Note: If this is intended as a Global Perspectives course or core course**, a separate submission process is required for approval in the core or GP requirement. The course syllabus and memo requesting a review for an area of the core curriculum proposed must be sent to Dr. Judith Bean, Associate Vice President for Undergraduate Studies (ACT 13).

