



## University Course Inventory Update Form

(\*denotes required fields)

Date of Proposal:

\*Individual Responsible for Proposal:

\* Name

\* Dean

\*Action Requested:

1. "Add" - All fields must be completed.
2. "Change" - Enter the actual changes needed.
3. "Delete" - All fields must be completed.

\*College/School:

(Select college from list - STV COLL)

\*Department:

(Select department from list - STV DEPT)

\*Administrative Unit Code:

(Select administrative unit code - SZVTAUC)

\*Year:

\*Effective Fall Term of Action:

\*Subject Code:

(Select subject from list - STV SUBJ)

\*Course Level:

(Select course level from list - STV LEVL)

\*Course Number:

If renumbering a course, specify the previous Subject and Course Number:

\*Primary Instruction Type Code:

(Select primary instruction type code - SZVITYP)

\*Long Course Title (Optional; 100-character limit, including spaces):

(The optional Long Course Title will display on the Web in the Course Catalog and Schedule, as well as in reports.) Note: No punctuation is allowed by the THECB.

\*Short Course Title (Required; 30-character limit, including spaces; use as many of the 30 characters as possible):

\*Justification of Action Requested:

\*Total Number of Credit Hours:

If this course requires a separate section under the same course number for its lab, specify the breakdown in credit hours (hours must be variable):

Lecture (Base):  Lab:  Contact Hours:

State CIPC Code:  Funding Code:

Repeatability: Can this course be repeated for credit?



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### Course Description

(Enter a catalog description of the course):

**Prerequisites:** Does this course have prerequisites?

(If yes, be specific in listing all prerequisites. Provide Subject Code, Course Number, Minimum Grade for each prerequisite course, and Concurrency. Use parentheses as well as "and"/"or" statements.)

**Co-requisites:** Does this course have co-requisites?

(If yes, specify each co-requisite course's Subject Code and Course Number.)

**Registration Restrictions:** Does this course have registration restrictions?

(If yes, indicate the areas below that are restricted by choosing from the appropriate list and also indicating inclusion or exclusion.)

**Department:**

(STVDEPT list)

**Field of Study (Major):**

(GTVLFST/STVMAJR lists)

**Class:**

(STVCLAS list)

**Level:**

(STVLEVL list)

**Degree:**

(STVDEGC list)

**Program:**

(Existing Programs list)

**College/School:**

(STVCOLL list)

**Student Attribute:**

(STVATTS list)

**Cohort:**

(STVCHRT list)

**Equivalent Course(s):** Does this course have any equivalent courses?

(If yes, provide Subject Code, Course Number, Start Term, and End Term for each equivalent course.)

**Developmental Course:**



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**University Core** (Check all that apply to this course):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Communications   | <input type="checkbox"/> Humanities Option               | <input type="checkbox"/> Political Science               |
| <input type="checkbox"/> Mathematics      | <input type="checkbox"/> Visual & Performing Arts Option | <input type="checkbox"/> Other Behavioral or Social Sci. |
| <input type="checkbox"/> Natural Sciences | <input type="checkbox"/> History                         | <input type="checkbox"/> Computing                       |

### Additional Information

1. How does this course proposal affect program requirements?

(Is it an elective or required course for a major, minor, concentration, or certificate? Is it part of a change in array or part of an academic program proposal and, if so, for what program?)

2. How does this proposal affect other course requirements?

(Is it a prerequisite or co-requisite for another course and, if so, for what other course(s)?)

3. If this proposal requests a change in credit hours, how will this change 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- PV location?

5. Does this course require a special fee?

If yes, specify the location:

6. Is special approval needed for everyone 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.]

### Required Signature from Dean:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost & Senior Vice President for Academic Affairs

\_\_\_\_\_  
Date