COURSE INVENTORY MAINTENANCE

ADD ☐ **CHANGE** ☐ **DELETE** ☐

☐ From Catalog

☐ From Database

COURSE (1.) _____

TERM (2.) _____

COURSE TITLE (3.)

_____

(4.) FINAL TERM _____

(5.) MINIMUM CREDIT _____

(6.) COURSE EQUIVALENT #1 _____

(7.) MAXIMUM CREDIT _____

(8.) COURSE EQUIVALENT #2 _____

(9.) COURSE HEGIS (CIP CODE) _____

(10.) TERMS OFFERED _____

(11.) ACTIVITY CODE _____

(12.) REPLACEMENT COURSE _____

(13.) CHECK ONE:

UNDERGRADUATE CREDIT ONLY ☐

GRADUATE CREDIT ONLY ☐

UNDERGRADUATE AND GRADUATE CREDIT ☐

(14.) SPECIAL GRADING _____

(15.) DEPARTMENT OF RECORD _____

(16.) COURSE SUB-TITLES

_____

_____

_____

CAN THE COURSE BE REPEATED FOR CREDIT? YES ☐ **NO** ☐ **(CHECK ONE)**

IF YES, HOW MANY HOURS CAN BE APPLIED TO THE DEGREE? _____

Revised 8/2003

A COURSE SYLLABUS MUST BE SUBMITTED WITH THIS FORM TO INSTITUTIONAL RESEARCH FOR ASSIGNMENT OF A COURSE HESIS (CIP CODE) FOR NEW COURSES PRIOR TO SUBMISSION OF PROPOSAL TO THE REGISTRAR'S OFFICE

CATALOG/COURSE (EXPLANATION OF ITEMS OF INFORMATION)

1. COURSE NAME AND NUMBER

NAME - 4 character abbreviation. Left justified if less than 4 characters.
EX: EDUC
EX: PE

2. TERM

First term offered. Spring - 1; Summer - 2; Fall - 3
3 digit number. EX: 001 - Spring 2000, First 2 digits - year, third digit - term.

3. DESCRIPTION

24 character description of course to be used in printing on several reports, such as academic records.
EX: GENERAL PSYCHOLOGY LAB

4. FINAL TERM

Final term course is offered. Spring - 1; Summer - 2; Fall -3
3 digit number. EX: 051 - Spring 2005, First 2 digits - year, third digit - term.

5. MINIMUM CREDIT

Minimum hour value for which this course can be taught.

6. EQUIVALENT COURSE #1

Optional field to be used only if this course has another name.

7. MAXIMUM CREDIT

Maximum hour value for which this course can be taught. (Can be the same as minimum credit

8. EQUIVALENT COURSE #2

To be used only if there is a second equivalent course name.

9. HEGIS NUMBER

HEGIS NUMBER. HEGIS coding of Academic Subdivisions of knowledge and training.

10. TERMS OFFERED

Terms offered per academic year. Spring - 1; Summer - 2; Fall - 3
EX: If offered all three terms - 1 2 3.

11. ACTIVITY CODE

LEC - Lecture	FLD – Field Experience	WSP - Workshop
LAB – Laboratory	PRA – Practicum	MST – Masters Thesis
IND - Independent Study	RCT – Recitation	DSR - Dissertation
SEM - Seminar	PRL – Private Lesson	RES - Research

12. REPLACEMENT COURSE

To be used to indicate a course being replaced by the proposed course.

13. CREDIT

Check one of the following options on the front of this form:
UNDERGRADUATE CREDIT ONLY
GRADUATE CREDIT ONLY
UNDERGRADUATE AND GRADUATE CREDIT

14. SPECIAL GRADING

To be used only if the course is to be a PASS/FAIL course.

15. DEPARTMENT OF RECORD

Indicates where data is to be distributed and what department claims the course. EX: EDUC
PE

16. COURSE SUBTITLES

One course which includes more than one area of concentration.
EX: HED 4380 HEALTH EDUCATION SEMINAR

SUBTITLES:	01	ADV METH FOR SEC SCH
	02	COMM HEALTH SERVICES
	03	METH FOR ELEM SCHOOL

If more than 3 subtitles are needed use another form.