Existing Course Worksheet: Information Needed for CAP Form

This worksheet is designed to assist you in gathering the information required for the CAP form. In order for courses to be approved, the following information must be entered into the CAP form and submitted for automatic routing to the appropriate approving bodies.

The asterisk and bold text indicate required information.
Complete the remaining sections ONLY if you are proposing a change to the current attributes of the course.

*Date: _____

*Action: _____ Change existing course
       _____ Discontinue existing course

*Type of change and rationale: Changing Course Number? (y/n)
       Changing Course Title? (y/n)
       Changing Prerequisites? (y/n)
       Changing Credit Hour information (y/n)
       Inactivating? y/n
       Other (please specify):

*College: _____

*Department: _____

*Course Number: _____

Course Type:
       _____ Directed Studies   _____ Module
       _____ Independent Study   _____ Practicum
       _____ Internship   _____ Professional Skill Development
       _____ Laboratory   _____ Seminar
       _____ Lecture   _____ Studio
       _____ Lecture and Lab

Course Title: _____

30 Character SIS Title Abbreviation:
       /

*Effective term:
       Please note, completing this field will not guarantee your course can be offered for the term selected.
       _____ Spring   _____
       _____ Summer   _____
       _____ Fall   _____

Does this course have a graduate/undergraduate component? _____ Yes   _____ No

Class available to:
       _____ Undergraduate Students Only
       _____ Post-graduate students only
       _____ Graduate students only
       _____ Undergraduate and Post-graduate students only
       _____ Graduate and Post-graduate students only

Can course be taken for credit multiple times? _____ Yes   _____ No

Number of total hours: _____

Is this course currently part of the General Studies program? _____ Yes   _____ No
(There is a separate application process for your course to be considered for the General Studies program.)

Offered:
_____ All
_____ Fall only
_____ Spring only
_____ Summer only
_____ Spring and Fall only

Credit Hours Type:
_____ Fixed   # of fixed credit hours: _____
_____ Variable   # of variable credit hours: _____ (minimum) to _____ (maximum)
_____ Alternative

Grading type:
_____ Std. letter grades
_____ Remedial
_____ Credit/No credit
_____ Not graded

*Other programs to notify:
Make other departments/programs aware of this change if the course is a requirement or elective. If you are not certain what academic programs list your course, call the Coordinator of Academic Publications (8935) for a complete list.

*Justification for Change Request/Comments:
Write a short statement that makes sense without the supporting materials for inclusion on the minutes distributed to the university community. If possible, include a description both of the current course attributes, as well as a description of the change.

Catalog description:

Prerequisites of the course:

Course objectives:

Required text/materials:

Student learning outcomes (should be able to link to overall program assessment):

Syllabus (copy and paste from original document):