

Return completed form to:
 Statewide Course Numbering System
 Florida Department of Education
 325 West Gaines Street, Room 401
 Tallahassee, Florida 32399-0400
 (850) 488-6402, SunCom 278-6402

Florida Department of Education
 Statewide Course Numbering System
NEW COURSE TRANSMITTAL FORM
(See instructions on reverse side)

PART I: NEW COURSE INFORMATION TO BE COMPLETED BY THE INSTITUTION

Institution Name		Institution Code	Instructional Unit or Department
Recommended SCNS Course Identification: Discipline (SMA) _____ Prefix _____ Level ____ Course Number _____ Lab Code ____ Institution's Course Title: _____ Effective Date (first date course will be offered): _____			
Amount of Credit:	Type of Credit:		
Total Clock Hours:	<input type="checkbox"/> College	<input type="checkbox"/> College Prep	<input type="checkbox"/> Vocational (PSAV)
	<input type="checkbox"/> Vocational (PSAV)	<input type="checkbox"/> Vocational Prep	
Course Description (Course syllabus must be attached.): 			
Prerequisites:			
Corequisites:			
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree.			
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree Type (Mark all that apply):			Gordon Rule Course?
<input type="checkbox"/> V.C. (PSAV)	<input type="checkbox"/> A.T.C.	<input type="checkbox"/> A.A.	<input type="checkbox"/> Yes _____
<input type="checkbox"/> A.T.D.	<input type="checkbox"/> A.A.S.	<input type="checkbox"/> Baccalaureate _____	Number of Words
<input type="checkbox"/> T.C.	<input type="checkbox"/> A.S.	<input type="checkbox"/> Graduate	<input type="checkbox"/> No
General Education Requirement (check all applicable):			
<input type="checkbox"/> Communications	<input type="checkbox"/> Math	<input type="checkbox"/> Social Sciences	
<input type="checkbox"/> Humanities	<input type="checkbox"/> Natural Science		
Category of Instruction: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Name of Faculty Contact and Telephone Number		Signature of Institution Contact	Date Signed

PART II: TO BE COMPLETED BY FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code):	
If not the same as recommended by institution, please explain:	
SCNS Course Title (if new)	
Decade Title (if new)	
Century Title (if new)	
Signature, Faculty Discipline Committee Representative	Date

PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff	Date Entered	Correspondence Number
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NEW COURSE TRANSMITTAL FORM
Instructions for Completion of Part I

The New Course Transmittal Form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. **Institutional RECOMMENDATIONS** regarding prefixes and course numbers for new courses.
2. **Additional course information** to be recorded in the SCNS inventory.
3. **Supporting documentation** for use by the faculty discipline coordinator in reviewing and assigning a prefix and course number.

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I of this form must be completed before it is forwarded to the Florida Department of Education (DOE).

The following instructions and definitions are provided to clarify items to be completed on the New Course Transmittal Form.

Institution: Normally, an institution acronym is adequate. An institution having a nonunique acronym should provide the institution's name.

Institution Code: Postsecondary institutions should indicate the Institution Code which can be obtained from the SCNS Institution Contact or the SCNS Handbook.

Instructional Unit or Department: Academic unit responsible for teaching the course.

Recommended SCNS Course Identification: (Subject to approval by the appropriate Faculty Discipline Committee Coordinator based on SCNS taxonomy and course classification system.)

Discipline (SMA): A three digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS Handbook.

Prefix: A three letter code indicating placement of a course within the discipline.

Level: A one digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institution policy.

Course Number: A three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course.

Institution's Course Title: The title of the course as it is to appear in the catalog.

Effective Date: Provide month, day, and year of term in which the course will first be offered.

Type and Amount of Credit: The type and amount of credit are regulated by Rule 6A-10.033, FAC. The number of credits should be entered in the blank that indicates the amount of credit. An "x" should be used to indicate the type of credit.

Total Clock Hours: The total clock hours of student contact for vocational credit courses only.

Course Description: Provide a brief narrative description of the content of the course. A course syllabus including a course outline of major topics must be attached.

Prerequisites: Indicate prefix and number or content of courses and other requirements which must be satisfied prior to enrollment in this course.

Corequisites: Indicate prefix and number or content of courses and other requirements which must be taken concurrently with this course.

Faculty Credentials: Indicate the credentials held by faculty who will teach this course.

Degree Type: Mark all appropriate categories. V.C. - Vocational Certificate (Postsecondary Adult Vocational); A.T.D. - Advanced Technology Diploma; T.C. - Technical Certificate; A.T.C. - Advanced Technical Certificate; A.A.S. - Associate in Applied Science; A.S. - Associate in Science; A.A. - Associate in Arts. For category of "Other," describe the intended registrants; e.g., law enforcement officers, registered nurses, retail merchants, etc.

Gordon Rule: Does this course satisfy the Gordon Rule requirements (Rule 6A-10.030, FAC)? If "Yes," provide the number of words (if applicable).

General Education Requirement: If this course is part of the 36 hour general education requirement, mark all applicable subject matter area(s): communications, mathematics, social sciences, humanities and/or natural sciences.

Category of Instruction: Introductory courses are those which require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Name, Faculty Contact, and Telephone Number: The name and telephone number of the person who can be contacted if there is a question concerning this course.

Signature of Institution Contact: All forms must be signed and dated by the institution's designated SCNS Contact.

DO NOT COMPLETE Parts II and III.

Should you have questions concerning the completion of this form, please call your Institution Contact or call the SCNS staff at (850) 488-6402 or SunCom 278-6402.

CURRICULAR REQUEST/CHANGE FORM

FSU FORM CC 153 (Rev. 6/98)

Submit 1 copy of all forms and syllabi to
University Curriculum Committee-314K Westcott-1480

_____ ENTERED MCTD
_____ MCTD CHECKED
_____ BULLETIN FILE
_____ CHECKED
_____ CIP CODE

Date _____
Type of Request: New () Change () Delete ()
Semester to be taught: Fall _____ Spring _____ Summer _____ Year _____

PROPOSED LISTING: _____
Prefix, Number Title

CREDIT HOURS: Minimum _____ Maximum _____

FORMER LISTING: _____
Prefix, Number Title

CREDIT HOURS: Minimum _____ Maximum _____

JUSTIFICATION:

Is this course to be considered for Liberal Studies? Area _____. Call 4-7497 for processing info
Is this course to be considered for the Multicultural designation? Call 4-7497 for processing info
Is this course to be considered for Oral/Computer Competency designation? Call 4/7497

COURSE INFORMATION

Instructions on Reverse Side for completing requested information
and requirements for new or materially changed course requests

DEPARTMENT CODE:
TAUGHT BY: _____, _____
Department code

*Repeat Code: 00, 01, 02, 03, 04, 08
(Circle one)-check reverse side

Grade Type: **(Circle One)** Letter 1 S/U 2
*Number of hours may be repeated _____
(*Required information)
Major Codes: _____

Modes of Instruction: **BOR Course Section Type** _____ (see back page)

Prerequisites: _____, _____, _____ Corequisites: _____, _____ Link Courses _____, _____

Course short titles for Transcripts _____ (Max 20 Characters)

COURSE CATALOG DESCRIPTION (THIS MUST BE ON ALL COURSE REQUESTS)

Approved by: _____
Department Chairman Department Date

Dean Area Date

Vice President of Academic Affairs or Representative Date

Instructions for FSU form CC 153 (revised 6/98)

1. Completing the Form:

a. The effective semester is the first academic term for which the course will appear in the Curriculum inventory, that is, the first term in which the course can be legally taught. Determine the effective semester not on the basis of when the request is initiated, or when the request is expected to be approved, but when the change is to take effect (presumably the first semester the Department hopes to offer the course).

b. Notice the **grading options** and choose the appropriate one.

c. Most courses are not **repeatable**. When you request an "r," justify it and impose some limit (credit hours). Also, state whether the course may be repeated in the same semester (code *).

d. cite *prerequisites or corequisites*, if applicable.

e. Include a short **course description**.

2. Submit one copy of CC 153 (FSU form) with original signatures **and** one copy of the appropriate (SCNS) common course form (CE 034 or CE 037). There are separate SCNS forms for new courses and course changes/deletions. Please attach one copy of the syllabus. If someone in your department or school is responsible for suggesting the common course number, please have them supply the number and initial the bottom portion of the SCNS forms.

3. How does your proposal relate to courses already in the curriculum? Examine carefully the relationship of this proposal to courses or programs elsewhere in the University. The Curriculum Committee examines the proposal from an all-university perspective, and that charge is taken seriously. Departments would do well to check with other related departments or programs before submitting the request rather than after the University Curriculum committee insists that this be done. It is an important part of the committee's charge to prevent unnecessary duplication of effort in the University. **A written statement from the other school or department increases the probability of approval.**

REPEAT CODES

00 May not be repeated

01 May be repeated from term to term with restrictions dependent on the student's major (To include thesis and dissertation, time restrictions to be noted in the descriptive narrative).

02 May be repeated from term to term until a certain number of hours credit have been attained by the student for the course (limit to be noted in the descriptive narrative).

03 May be repeated from term to term when content changes (certain number of hours/times to be noted in the descriptive narrative).

04 May be repeated from term to term for a number of hours or times, with permission of instructor (limit to be noted in descriptive narrative).

08 Duplicate registration allowed in the same term (hours/time limit to be noted in descriptive narrative).

Modes of Instruction BOR Course Section Type Definitions

L - Laboratory - a course providing opportunity for experimentation, observation, or practice in a field of study.

C - Class Lecture - includes formal lecture; informal lecture; audio-visual presentation; special topics lecture courses.

D - Discussion - courses are mostly interactive, designed to critically explore issues, concepts and exchange of ideas and opinions. Includes special topics discussion courses and tutorial courses.

Z - Directed Individual Study - individual student projects directed by faculty on a one-to-one basis. Also covers honors thesis.

O - Other - this category is only for cooperative education, dissertation defense, and graduate written and oral exams.

G - Graduate Dissertation - credit offered for study, investigation, or research to result in a dissertation or equivalent product submitted in partial fulfillment of the requirements for a doctorate degree. The student must be admitted to doctoral candidacy to receive dissertation credit.

T - Graduate Thesis - credit offered for study, investigation, or research to result in a thesis, or equivalent product, submitted in partial fulfillment of the requirements for a master's degree.

P - Individual Performance Instruction - studio and/or class lessons where mastery of the basic techniques of the performing medium are emphasized.

R - Supervised Research - a graduate student conducting research or learning research methodology under the direction of a faculty member.

S - Supervised Teaching - a graduate student teaching or learning teaching methodology under the direction of a faculty member.

I - Internship - training which provides the learner an opportunity to acquire or apply previously acquired knowledge and skills in a supervised situation that approximates or duplicates the conditions under which the knowledge will be used. The instruction is typically individualized with a high degree of interaction between the students and the supervisor.

Note: Effective 4/18/96. Changing PMI Primary Modes of Instruction to BOR Course Type codes.