

USF St. Petersburg - Substantive Undergraduate Course Change Form

You no longer have to submit the SUS course transmittal forms for submission to Tallahassee. We will produce them and forward them to Tallahassee for you if you use the on-line course submission forms.

You do still need to submit the course syllabi to us. We need **SEVENTEEN (17)** copies of each individual course syllabus for submission to the Undergraduate Council.

We also need an e-mail from your dean's office when your course(s) has completed all college procedures and is ready for submission to the Council.

You MUST fill out Section 6 - Other Course Information

1. Department and Contact Information

Department	College	Budget Account Number	
Contact Person	Phone	Email	Date (mm/dd/yy)

2. Current Course Information

Prefix	Number	Full Title	
Is the course title variable?		Yes	No
Is a permit required for registration?		Yes	No
Are the credit hours variable?		Yes	No
Credit Hours (List max-min if variable)	Section Type	Grading Option	
Total Clock Hours	Abbreviated Title (30 characters maximum)		

Prerequisites

Corequisites

Co-Prerequisites

Course Description (255 characters maximum - including spaces)

Please indicate if the course:

- is restricted to majors or nonmajors
- is repeatable for credit and, if so, for how many total credits

3. **New Course Information** (leave unchanged fields **blank**)

New Prefix	New Number	New Full Title
Is the course title variable?	Yes No	
Is a permit required for registration?	Yes No	
Are the credit hours variable?	Yes No	
New Credit Hours (List max-min if variable)	New Section Type	New Grading Option
New Total Clock Hours	New Abbreviated Title (30 characters maximum)	

New Prerequisites

New Corequisites

New Co-Prerequisites

New Course Description (255 characters maximum - including spaces)

Please indicate if the course:

is restricted to majors or nonmajors

is repeatable for credit and, if so, for how many total credits

Course Description Length

4. **Gordon Rule**

Does this course meet the **writing** portion of the Gordon Rule?

Yes No

If you checked "yes" above, specify how the 6,000 words will be covered (exams, papers).

Does this course meet the **computation** portion of the Gordon Rule?

Yes No

5. **Justification**

(This section is critical since the Council members will make their decision based on the information provided here. The information should be in the following outline form.)

A. Nature of change(s): Be specific. (Indicate the nature of all changes, i.e., change of objectives, course level, etc. State the reasons why the change is necessary and how it will improve the course or program.) A structural analysis of the course should be included. Indicate where this course is in relation to other courses in the program. How will the change impact the enrollment for this course? Does this change affect accreditation or certification?

B. Indicate how this course will strengthen the Undergraduate Program.

C. What specific area of knowledge is covered by this change that is not covered by courses currently listed.

D. What is the need or demand for this course? {Here you must indicate if this course is part of a required sequence in the major} What other programs would this course?

E. What qualifications for training and/or experience are necessary to teach this course?

F. What will be the effect of this change on the program and on the students? Do you plan to drop a course if this change is made?

6. **Other Course Information** - Required for submission to the Statewide Course Numbering System

A. Course Objectives

B. Student Learning Outcomes (next page)

C. Major Course Topics

D. Course Textbooks



7. **Syllabus** ([Anatomy of a Syllabus](#))

Your college will forward an electronic copy of your syllabus to Undergraduate Studies when your course is approved for submission.

8. **Liberal Arts Certification**

General Course Requirements (check all categories for which you are requesting certification)

English Composition	Quantitative Methods
Natural Science	Historical Perspectives
Social Science	Fine Arts
African, Latin American, Middle Eastern, or Asian Perspectives	

Exit Requirements (you may apply for certification in both of the following. If you choose Literature and Writing, you will also be certified for Gordon Rule.)

Major Works and Major Issues	Literature and Writing
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Skills and Dimensions (Indicate which of the following are given significant consideration in the course.)

Values and Ethics	Race and Ethnicity
Gender	International Perspectives
Environmental Perspectives	Analytical Thinking
Conceptual Thinking	Creative Thinking
Writing Skills	Oral Expression

Approvals (If Disapprove, Note and Attach Comments)

Title/Print name	Signature	Approve	Date
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_____	_____	<u>Y/N</u>	_____
Chair, College UGS Committee			

_____ Y/N _____
College Dean

_____ Y/N _____
Chair, USFSP UGC Committee

_____ Y/N _____
USFSP Regional V.C.A A.