

# USF St. Petersburg - Nonsubstantive Undergraduate Course Change Form

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

**You MUST fill out Section 5 - Other Course Information.  
If this section is not filled out, the course change will NOT be made!**

## 1. Department and Contact Information

Department	College	Budget Account Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Person	Phone	Email	Date (mm/dd/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. \_\_\_\_\_ 3. Current Course Information

Prefix	Number	Full Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Is the course title variable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is a permit required for registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are the credit hours variable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Credit Hours (List max-min if variable)	Section Type	Grading Option	
<input type="text"/>	<input type="text" value="Class Lecture (Primarily)"/>	<input type="text" value="Regular"/>	
Total Clock Hours	Abbreviated Title (30 characters maximum)		
<input type="text"/>	<input type="text"/>		

6. Prerequisites

7. Corequisites

8. Co-Prerequisites

9. Course Description (255 characters maximum - including spaces)

10. Please indicate if the course:

- is restricted to majors or nonmajors
  - is repeatable for credit and, if so, for how many total credits
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11. **New Course Information** (leave unchanged fields **blank**)

New Prefix	New Number	New Full Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Is the course title variable?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is a permit required for registration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Are the credit hours variable?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
New Credit Hours (List max-min if variable)	New Section Type	New Grading Option	
<input type="text"/>	Class Lecture (Primarily) <input type="text"/>	Regular <input type="text"/>	
New Total Clock Hours	New Abbreviated Title (30 characters maximum)		
<input type="text"/>	<input type="text"/>		

14. New Prerequisites

15. New Corequisites

16. New Co-Prerequisites

17. New Course Description (255 characters maximum - including spaces)

18. 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 (if counter does not update automatically, please press "Update" button):

0

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19. **Justification**

Enter text below (double-space between headings, paragraphs, list items)



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

**You must complete this section with the requested items.**

**(n/a or unchanged, etc. is not acceptable)**

**If this section is not filled out, the course change will NOT be made!**

A. Course Objectives



**B. Student Learning Outcomes**

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**C. Major Course Topics**

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**D. Course Textbooks**

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**21. Gordon Rule/General Education**

This course is certified for (check all that apply):

- Gordon Rule
- General Education
- Exit Requirements

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Approvals (If Disapprove, Note and Attach Comments)

Title/Print name

Signature

Approve

Date

\_\_\_\_\_ Y/N \_\_\_\_\_  
Chair, College UGS Committee

\_\_\_\_\_ Y/N \_\_\_\_\_  
College Dean

\_\_\_\_\_ Y/N \_\_\_\_\_  
Chair, USFSP UGC Committee

\_\_\_\_\_ Y/N \_\_\_\_\_  
USFSP Regional V.C.A A.