

# *Cape Cod Community College*

## **Curriculum and Programs Policies and Procedures**

Updated August 2018

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The following is an excerpt from the 2017-2018 *Academic Policies and Procedures Manual*.

### **Curriculum and Programs:**

Approves and recommends course and program additions and deletions or changes in existing programs, and conducts periodic reviews of courses and programs. The Committee operates in accordance with the statement of policies and procedures headed "Introduction of New Courses and Programs" in the *Academic Policies and Procedures Manual* and implements such changes in philosophy or policy as have been approved by the College Meeting and the President of the College.

Vice President of Academic and Student Affairs or designee (non-voting), One Academic Dean (non-voting), One Professional Library Staff Member, Seven Faculty – one from each academic department, One Adjunct Faculty or Part-time Professional Staff Member Preferred/Faculty Member, One Support Staff, Registrar or Representation from the Registrar's office, Advisor/Transfer Counselor, One Student. Faculty shall serve three year staggered terms.

(Approved by College Meeting November 16, 2009).

**The matter of procedure for new courses and programs approval is as follows.**

### **Introduction of New Courses and Programs or Changes to Existing Courses and Programs**

New programs of study or changes in existing programs of study shall be formally presented to the Curriculum and Programs Committee, which shall make its recommendation to the College Meeting. Action to adopt a new program or change an existing one shall be forwarded to the President for appropriate disposition. In the case of new certificate programs, the President will forward a recommendation to the Board of Trustees for their approval. In the case of new associate degree programs, the President must forward the Stage II Proposal or Consolidated Application to the Board of Trustees and the Department of Higher Education for their approval.

New courses may be recommended to the appropriate Department by any committee, department, faculty member or administrative officer and shall be given primary consideration by the Department to which the subject matter belongs. In case of uncertainty as to the Department of reference, the Vice President of Academic and Student Affairs shall determine the procedure to be followed for consideration of the course. If the primary consideration results in a decision to recommend for adoption, the recommendation shall be made by the Department to the Curriculum and Programs Committee, which shall approve or disapprove. In the case of approval, the Chair of the Committee shall forward the Committee's action to the President for appropriate disposition.

Any member of the professional staff and any committee is free, without prejudice, to explore any course, or program of study on a preliminary basis in order to determine if such member or committee shall recommend a course or program under the first two paragraphs of this section.

## *Cape Cod Community College* Curriculum and Programs

### **Procedures to Change Existing Courses, Introduce New Courses, Change Existing Programs, Introduce New Programs, Retire a Course, Reinstate a Course, and Retire a Certificate, Program or Concentration**

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#### **I. The Department** responsibilities are as follows.

Once approved by the Department and acknowledged by the Division Dean, the Department submits one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment to the Recording Secretary of the Curriculum and Programs Committee of the following.

#### **Changes to Existing Courses**

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **Course Change Request Form for Existing Courses** indicating change(s) with signatures
- Revised **Course Syllabus** as approved by the Department and acknowledged by the Division Dean
- Existing **Official Course Syllabus**
- Rationale
- **Catalog (Jenzabar) Entry Form** completed and signed by the Division Dean when changes impact the catalog. Complete the Course Code field and only the fields where information has changed. Refer to the Course Change Request form for items that impact the catalog.

#### **Introducing New Courses**

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **New Course Request Form** with signatures
- **Course Syllabus** as approved by the Department and acknowledged by the Division Dean
- **Questionnaire for New Courses and Programs** along with supporting documentation
- **Catalog (Jenzabar) Entry Form** completed and signed by the Division Dean

#### **Changes to Existing Programs/Concentrations/Certificates**

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **Program Change Request Form for Existing Programs** indicating change(s) with rationale and appropriate signatures
- Revised program including all course numbers, titles, and credits as approved by the Department and acknowledged by the Division Dean
- Current program

#### **Introducing New Programs**

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- Overview statement and career outlook statement, program outcomes, rationale for the program, procedures, and the sequence of courses for the program requirements (include all course numbers, titles, and credits) as approved by the Department and acknowledged by the Division Dean
- **Questionnaire for New Courses and Programs** along with supporting documentation
- Approved **Official Course Syllabus** for each new course in the program (New courses that are included in the program must be approved *before* the program can be approved.)

**Retiring a Course** – A course is retired when it will no longer be offered.

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **Retire a Course Form** completed and signed by the Department Chair and acknowledged by the Division Dean
- **Catalog (Jenzabar) Entry Form** completed and signed by the Division Dean

**Retiring a Certificate, Program, or Concentration** – A certificate, program, or concentration is retired when it will no longer be offered.

*By October 1, submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **Retire a Certificate, Program, or Concentration Form** completed and signed by the Department Chair and acknowledged by the Division Dean

#### **Reinstating a Course**

*Submit one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the following.*

- **Reinstate a Course Form** completed and signed by the Department Chair and acknowledged by the Division Dean
- Existing **Official Course Syllabus**
- **Catalog (Jenzabar) Entry Form** completed and signed by the Division Dean

## II. Curriculum and Programs Committee responsibilities are as follows.

### Changes to Existing Courses

- Reviews the proposed changes
- May return material to the Department to request further information and clarification
- May decline the changes

### New Courses

- Reviews Questionnaire for New Courses and Programs and supporting documentation.
- May decline and return material to the Department to request further information and clarification

### New Programs and Changes to Existing Programs

- Reviews overview statement, career outlook statement, program outcomes, and program requirements as approved by the Department
- May decline and return material to the Department to request further information and clarification

### Retiring a Course

- Reviews the Retire a Course Form including the rationale

### Retiring a Certificate, Program or Concentration

- Reviews the Retire a Certificate, Program, or Concentration Form including the rationale

### Reinstating a Course

- Reviews the Reinstatement a Course Form including the rationale

### The Curriculum & Programs Committee Recording Secretary responsibilities are as follows.

- Records the Meeting Notes of the Curriculum and Programs meetings. Distributes Meeting Notes to President's Cabinet, Division Deans, Registrar, Admissions Office, Financial Aid Office, Department Chairs, Department Administrative Assistants, Curriculum and Programs Committee Members, and the Catalog Coordinator.
- Prepares the Report to College Meeting including all acknowledgements made by the Committee. All new courses and programs or changes to existing courses and programs must be reported to College Meeting, and then approved by the Vice President of Academic and Student Affairs and the President.
- Prepares Curriculum and Programs Committee Recommendations to the Vice President of Academic and Student Affairs and the President, which lists all course/program changes and adoptions.
- Maintains chronological file of Curriculum & Programs Meeting Notes along with supporting documentation (i.e., Official Course Syllabus, Questionnaire, Catalog (Jenzabar) Entry Form).
- Forwards the Catalog (Jenzabar) Entry Form and supporting documentation to the Registrar.
- Updates numerical card file.
- Maintains a central file for all current official syllabi.
- Updates Jenzabar (official course descriptions).
- Maintains the Curriculum and Programs Public Folder.

## III. The Registrar

Once the President authorizes the Committee's Recommendations, the Registrar updates the student information system (Jenzabar) using information provided on the Catalog Entry Form.

## IV. The Office of the President

The Vice President of Academic and Student Affairs and the President authorize the Curriculum and Programs Committee Recommendations and return the signed original Recommendations to the Curriculum and Program Recording Secretary.

In the case of new certificates, the President forwards a recommendation to the Board of Trustees for their approval.

Once approved by the Board of Trustees, the Office of the President reports new programs to the Department of Higher Education.

# Cape Cod Community College Curriculum and Programs

## Course Change Request Form for Existing Courses

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Department of \_\_\_\_\_

Date Department Approved Change \_\_\_\_\_

Current Course Number: \_\_\_\_\_

Current Course Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

**1. Check the appropriate boxes below to indicate where changes were made.**

- Course Number (requires a **Catalog (Jenzabar) Entry Form**)
- Course Title (requires a **Catalog (Jenzabar) Entry Form**; significant changes requires a new course number)
- Description (requires **Catalog (Jenzabar) Entry Form**; significant changes requires a new course number)
- Student Learning Outcomes
- Credits (requires a new course number and **Catalog (Jenzabar) Entry Form**)
- Satisfies General Education Requirement (requires **Catalog (Jenzabar) Entry Form**)
- Prerequisites (requires **Catalog (Jenzabar) Entry Form**)
- Semester(s) Offered
- Suggested General Guidelines for Evaluation
- General Topical Outline
- Other

**2. Attach the existing Official Course Syllabus and the revised Course Syllabus as approved by the Department.**

**3. Attach rationale.**

**4. Attach Catalog (Jenzabar) Entry Form as completed by the Division Dean (see item #1 above).**

**5. Forward *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* to Caren DeCristofaro (cdecristofaro@capecod.edu) the Recording Secretary of the Curriculum and Programs Committee.**

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College

## Curriculum and Programs

### Guidelines for Completing the Course Change Request Form for Existing Courses

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All changes to the Official Course Syllabus of existing courses must be submitted to the Curriculum and Programs Committee. Even changes that just clarify or update the course description, prerequisites, etc. must be designated on the **Course Change Request Form for Existing Courses** and submitted with the existing **Departmental Syllabus** and the proposed **Course Syllabus**, rationale, and the **Catalog (Jenzabar) Entry Form**.

This procedure is essential to the integrity of the College's records and the work of the Registrar.

<b>Course Number</b>	New number may be required if the description changes are substantive and/or the number of credits are changed.
<b>Course Title</b>	A significant change in the title requires a new course number.
<b>Description</b>	Minor editing and updating may not require the issuing of a new course number. The Registrar's information management system requires that a new course number be assigned whenever there is substantive change in a course description. Provide Curriculum and Programs with sufficient information to determine if requested changes are substantive. Please use complete sentences.
<b>Credit(s), and Ged Ed Requirement</b>	As these changes affect the College curriculum, administration, and/or student requirements, make sure that your rationale for making these changes is documented. Requests may be declined by Curriculum and Programs or by College Meeting or by the President.
<b>Prerequisites</b>	The need to make changes in course prerequisites can be triggered by course changes made by the department offering the prerequisite as well as by the department offering the course.
<b>Other</b>	This can include information about when course will be offered, the relationship of this course to 2 + 2 programs and other information that should be included in the catalog.

# Cape Cod Community College Curriculum and Programs

## New Course Request Form

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Department of \_\_\_\_\_

Date Department Approved: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

1. Attach the proposed Course Syllabus as approved by the Department and acknowledged by the appropriate Division Dean.
2. Attach the completed Questionnaire for New Courses and Programs with any explanatory or supporting materials that would help the Committee make an appropriate decision.
3. Attach Catalog (Jenzabar) Entry Form as completed by the Division Dean.
4. Forward *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* of the request to Caren DeCristofaro ([cdecristofaro@capecod.edu](mailto:cdecristofaro@capecod.edu)) the Recording Secretary of the Curriculum and Programs Committee.

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College Curriculum and Programs

**Program Change Request Form** (for existing programs/concentrations/certificates)

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Department of \_\_\_\_\_

Date Department Approved: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

Program/Concentration/Certificate Title: \_\_\_\_\_

1. Attach the proposed program requirements including course numbers, titles, and credits as approved by the Department and acknowledged by the appropriate Division Dean.
2. Attach the current program.
3. Forward *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* of the request to Caren DeCristofaro ([cdecristofaro@capecod.edu](mailto:cdecristofaro@capecod.edu)) the Recording Secretary of the Curriculum and Programs Committee.
4. Rationale:

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College Curriculum and Programs

**New Program Request Form** (for new programs/concentrations/certificates)

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Department of \_\_\_\_\_

Date Department Approved: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

Program/Concentration/Certificate Title: \_\_\_\_\_

1. Attach the proposed program requirements including course numbers, titles, and credits as approved by the Department and acknowledged by the appropriate Division Dean.
2. **Attach the overview statement and career outlook statement, program outcomes, rationale for the program, procedures and the sequence of courses as approved by the Department and acknowledged by the Division Dean.**
3. **Attach the completed Questionnaire for New Courses and Programs along with supporting documentation.**
4. **Attach the approved Official Course Syllabus for each new course in the program. New courses that are included in the program must be approved before the program can be approved.**
5. **Forward *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* of the request to Caren DeCristofaro (cdecristofaro@capecod.edu) the Recording Secretary of the Curriculum and Programs Committee.**
6. Rationale:

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College Curriculum and Programs

## Questionnaire for New Courses and Programs

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**Course Number:** \_\_\_\_\_

**Course Title or Program Title:** \_\_\_\_\_

1. How does this proposal reflect and advance the College mission, as well as the academic objectives in your Department's strategic plan?
2. Explain how this course or program extends, complements or adds to existing offerings.
3. How does the proposed course or program meet clearly defined needs and serve a known population of students?
4. Is the subject matter of the proposed course covered in existing courses? If it is, describe how this new course is distinctive and necessary. Explain why your department should be responsible for the proposed course or program.
5. What criteria did you follow in deciding to grant the number of credit hours listed in your course or program proposal?
6. Describe departmental support for the course or program. What concerns were raised?
7. If the course is proposed as an honors course, how does it meet the requirements for honors courses specified in the Commonwealth Honors Program criteria?

# Cape Cod Community College

## Curriculum and Programs

### Guidelines for Completing the Questionnaire for New Courses and Programs

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#### **General**

Questions are designed to give the Curriculum and Programs committee enough information and supporting data to make an informed decision and confidence to address questions from administrators, the Board of Trustees, accreditation agencies, students and other members of the community. Your proposal will have the best chance for timely and straightforward acceptance if:

- all relevant forms and documents are included in the proposal
- relationships between the course/program and established departmental and college objective are spelled out
- the Student Learning Outcomes section of the syllabus describes student learning goals using the categories listed on the Intellectual Skills Statement included with this policies and procedures manual
- relationships between the methods of student evaluation and the Student Learning Outcomes sections of the syllabus are clear

#### **Questions**

Please refer to College documents and supply the most solid data that you can in your answers to the questions.

1. College Mission and Strategic Plan. List the elements of your Department's strategic plan that this course/program supports. Describe how this course/program reflects and advances the College mission as well as the Department's strategic plan.
2. How does the course fit with what we are already doing? Give details, list specific courses, and indicate outcomes of discussions with those who teach relevant existing courses.
3. Students. Give numbers if you can. Describe specific sub populations of students who have indicated in some way that this course would meet their needs or refer to outside agencies and organizations that will require this course for licensing, employment, etc.
4. Overlap. Show that you have checked with other departments about courses covering what an outside reviewer would see as the same material. Explain what is different/totally new about the proposed course in terms that the general public can understand.
5. Credit hours. Guideline – 1 contact hour per week per semester per 1 credit. If another method is used, be specific; i.e., clinic hours, lab hours, cooperative work, etc.
6. Departmental support. What were the reasons for the support? What were the reservations and/or concerns?
7. Honors course. If you are proposing an honors course, consult with the honors coordinator and describe which features of the course qualify it as an honors course.

# Cape Cod Community College Curriculum and Programs

## Retire a Course Form

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***A course is retired when it will no longer be offered.***

Department of \_\_\_\_\_

Date Department Approved Change \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

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Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Last Semester to be offered: \_\_\_\_\_

Replaced with: (Course # and Course Title): \_\_\_\_\_

### NEASC Standard 4 The Academic Program:

4.9 When programs are eliminated or program requirements are changed, the institution makes appropriate arrangements for enrolled students so that they may complete their education with a minimum of disruption.

**Is this course a requirement for a degree or certificate program?** \_\_\_\_\_

**What is the department's plan for students to complete the program once this course is retired?**

Rationale to retire this course:

Attach Catalog (Jenzabar) Entry Form as completed by the Division Dean.

**Forward one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment of the request to Caren DeCristofaro (cdecristofaro@capecod.edu) Recording Secretary of the Curriculum and Programs Committee.**

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College Curriculum and Programs

## Retire a Certificate or Program or Concentration Form

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***A certificate, program, or concentration is retired when it will no longer be offered.***

Department of \_\_\_\_\_

Date Department Approved Change \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

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Certificate, Program, or Concentration Title: \_\_\_\_\_

Last Semester to be offered: \_\_\_\_\_

### NEASC Standard 4 The Academic Program:

4.9 When programs are eliminated or program requirements are changed, the institution makes appropriate arrangements for enrolled students so that they may complete their education with a minimum of disruption.

How many students are currently enrolled in the program? \_\_\_\_\_

What is the teach out plan for any currently enrolled students:

Rationale:

**By October 1, submit *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* of the request to Caren DeCristofaro (cdecristofaro@capecod.edu) Recording Secretary of the Curriculum and Programs Committee.**

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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# Cape Cod Community College Curriculum and Programs

## Reinstate a Course Form

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Department of \_\_\_\_\_

Date Department Approved Change \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

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Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Replaces: (Course # and Course Title): \_\_\_\_\_

Rationale to reinstate this course:

Attach Catalog (Jenzabar) Entry Form as completed by the Division Dean.

Attach the existing Official Course Syllabus.

Forward *one printed copy with appropriate authorizing signatures and one digital copy as an e-mail attachment* of the request to the Recording Secretary of the Curriculum and Programs Committee.

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Department Chair's Signature:	Date:
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Dean's Acknowledgement:	Date:
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Prepared by the Department of \_\_\_\_\_

Date of Departmental Approval: \_\_\_\_\_

Date approved by Curriculum and Programs: \_\_\_\_\_

Effective: \_\_\_\_\_

1. **Course Number:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

2. **Description:** (Please use complete sentences.)

3. **Student Learning Outcomes (instructional objectives, intellectual skills):**

Upon successful completion of this course, students are able to do the following.

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4. **Credit(s):**

5. **Satisfies General Education Requirement:**

6. **Prerequisite(s):**

7. **Semester(s) Offered:**

8. **Suggested General Guidelines for Evaluation:**

9. **General Topical Outline (Optional):**

# Cape Cod Community College

## Curriculum and Programs

### Guidelines for Completing the Course Syllabus

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**Prepared by the Department of** *[indicate the Department submitting]*

**Date of Departmental Approval:** *[date approved at Departmental meeting]*

**Date approved by Curriculum and Programs:** *[to be completed by the Recording Secretary]*

**Effective:** *[date to be entered into the curriculum; to be completed by the Recording Secretary]*

**1. Course Number:** *[as assigned by the Registrar]*

**Course Title:** *[as determined by the Department]*

**2. Description:** *[Write as you wish course to appear in catalog; 75 words maximum. Clear, concise language helps students and advisors to choose and receiving institutions understand intent and level of complexity. If course has non-traditional contact hours, it should be stated in description; i.e., 300 hours per semester, clinic hours, lab hours, etc.) Please use complete sentences.]*

**3. Student Learning Outcomes** (instructional objectives, intellectual skills): *[Phrase to focus on what the student will learn, NOT what the instructor will teach. Connect content to methods by including the four categories of skills as relevant—written and oral communication, logic, reason and critical thinking, examination of values, application of method and principles. Refer to “Intellectual Skills” document.]*  
Upon successful completion of this course, students are able to do the following.

**4. Credit(s):** *[Traditional Guideline—1 contact hour per week per 1 credit]*

**5. Satisfies General Education Requirement:** *[Specify area(s): Natural or Physical Science, Humanities & Fine Arts, Behavioral & Social Sciences, Mathematics/Quantitative Reasoning, Interdisciplinary Studies ]*

**6. Prerequisite(s):** *[Specify, including developmental or state “satisfactory basic skills assessment score(s)” if applicable]*

**7. Semester(s) Offered:** *[Specify: Fall, Spring, Summer]*

**8. Suggested Guidelines for Evaluation:** *[Should tie in closely with #3 above to demonstrate outcomes assessment.]*

**9. General Topical Outline** (Optional): *[Sufficiently detailed for the reader to ascertain the contents and topics for the course.]*

**Include footer as follows.**

# Cape Cod Community College

## Intellectual Skills

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A list of abilities to be developed by students in each intellectual skill area adapted from *Academic Preparation for College* published by the College Board:

1. Written and Oral Communication
  - a) The ability to write Standard English sentences with correct:
    - sentence structure;
    - verb forms;
    - punctuation, capitalization, possessives, plural forms and other matters of mechanics;
    - word choice and spelling.
  - b) The ability to gather information from primary and secondary sources; to write a report using this research; to quote, paraphrase, and summarize accurately; and to cite sources properly.
  - c) The ability to engage critically and constructively in the exchange of ideas, particularly during class discussions and conferences with instructors.
  - d) The ability to conceive and develop ideas about a topic for the purpose of speaking to a group: to choose and organize related ideas; to present them clearly in Standard English, and to evaluate similar presentations by others.
  - e) The ability to recognize different purposes and methods of writing, to identify a writer's point of view and tone, and to interpret a writer's meaning inferentially as well as literally.
2. Logic, Reasoning and Critical Thinking
  - a) The ability to identify and formulate problems, as well as the ability to propose and evaluate ways to solve them.
  - b) The ability to recognize and use inductive and deductive reasoning and to recognize fallacies in reasoning.
  - c) The ability to draw reasonable conclusions from information found in various sources, whether written, spoken, or displayed in tables and graphs and to defend one's conclusions rationally.
  - d) The ability to comprehend, develop and use concepts and generalizations.
  - e) The ability to distinguish between fact and opinion.
3. Examination of Values
  - a) The ability to make real choices, assume responsibility for decisions and to be comfortable with one's own behavior and know why.
  - b) The ability to develop insight into one's tendency to think egocentrically and sociocentrically.
  - c) The ability to develop and practice reciprocity and intellectual empathy.
  - d) The ability to embody the values of a democratic society in order to fulfill the responsibilities of citizenship.
  - e) The ability to make informed and responsible moral choices.
4. Application of Scientific Method and Principles
  - a) The ability to distinguish between scientific evidence and personal opinion by inquiry and questioning.
  - b) The ability to recognize the role of observation and experimentation in the development of scientific theories.
  - c) Sufficient familiarity with laboratory and fieldwork to ask appropriate scientific questions and to recognize what is involved in experimental approaches to the solutions of such questions.
  - d) The ability to draw conclusions or make inferences from data.
  - e) The ability to use mathematical relationships to describe results obtained by observation and experimentation.



**Credit (Jenzabar) Catalog Entry Form/Block Form**

**Course Code:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **CIP Code:** \_\_\_\_\_

**Title** (Max Length: 70 Character Spaces): \_\_\_\_\_

**Short Title** (Max Length: 70 Character Spaces): \_\_\_\_\_

**Course Division** Choices: **Credit** or **Non-Credit:** \_\_\_\_\_

**School Code:** \_\_\_\_\_

Choices: (BH) Business and Health; (FS) Funeral Services; (HS) Humanities and Social Sciences; (MS) Mathematics and Science; and (NC) Non-Credit

**Department** (Institutional Division): \_\_\_\_\_

Choices: (AC) Arts and Communication; (BU) Business; (ES) Engineering Sciences and Applied Technology; (FS) Funeral Services; (HS) Health Sciences; (IN) Independent Study; (LA) Language and Literature; (MA) Mathematics; (SC) Science; (SS) Social Sciences, Behavioral Sciences and Human Services; and (EE) Non-Credit

**Advising Requirement Code** (ARC) - Registrar Completes: \_\_\_\_\_

**Credits: Fixed** or **Variable:** \_\_\_\_\_ **Lab: Yes** or **No:** \_\_\_\_\_

**Number of Credits:** \_\_\_\_\_ **Contact Hours** (Number of Hours): \_\_\_\_\_

**Repeatable for a better grade? Yes** or **No:** \_\_\_\_\_

**Repeatable Hours Allowed for Degree:** \_\_\_\_\_ **Enrollment Defaults:** Maximum: \_\_\_\_\_ Minimum: \_\_\_\_\_

**Grade Scale** Choices: **Credit** or **Non-Credit:** \_\_\_\_\_ (The current credit grade scale is GS – Grade Scale default)

**Grade Credit Type:** \_\_\_\_\_  
Choices: (DV) Developmental Education; (LT) Letter Grade; (PF) Pass/Fail; (GN) Non-Credit; or (XL) Lab-no grade

**Date Approved by Curriculum and Programs:** \_\_\_\_\_

**Active Date:** \_\_\_\_\_ **Inactive Date:** \_\_\_\_\_

**Satisfies General Education Requirement: Yes** or **No:** \_\_\_\_\_

If **yes**, list which General Educational area: \_\_\_\_\_  
Choices: Behavioral & Social Sciences; English Composition/Writing; Humanities & Fine Arts; Interdisciplinary Studies; Mathematics/Quantitative Reasoning; Natural or Physical Science

**Prerequisites:** \_\_\_\_\_ **AND** \_\_\_\_\_ **AND** \_\_\_\_\_  
OR \_\_\_\_\_ OR \_\_\_\_\_ OR \_\_\_\_\_

**Co-requisite:** \_\_\_\_\_ **AND** \_\_\_\_\_

**Course Description Change: Yes** or **No:** \_\_\_\_\_

**Course Description - Attach Approved Syllabus**  
(Max Length: 1500 Character Spaces)