

**INSTRUCTIONS FOR COMPLETING THE CURRICULAR REQUEST FORM – cc153**  
**(The current cc-153 MUST be used at all times. Outdated forms will be returned without review.)**

**Section I. Course Identification, Action, and Justification**

- A. The effective semester is the first academic term in which the course will appear in the curriculum inventory; that is, the first term in which the course may be taught legally. 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. Complete this section if **adding or changing** a course.
- C. Complete this section if **changing or deleting** a course.
- D. Justification is necessary for new or changed courses; it is not needed for course deletions.
- E. Complete this section, indicating the name, telephone number and e-mail address of the primary faculty contact person in the department that is proposing the course action detailed on the curricular request form.
- F. Please call Cheryl Oakley, Undergraduate Policy Committee, at 644-2451 for information on courses requesting consideration for satisfaction of University undergraduate degree requirements.

**Section II. Course Identification for Catalog and Scheduling Purposes**

This section has been revised to facilitate the Master Curriculum File and the Course Schedule Master. **Please fill out completely.**

**Modes of Instruction: Use letters only. Required by the University Curriculum Committee and the Registrar's Office.**

**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 and concepts and to facilitate exchange of ideas and opinions. Includes special topics discussion courses and tutorial courses.

**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.

**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.

**L—Laboratory:** A course providing opportunity for experimentation, observation, or practice in a field of study.

**M—Medical Science:** Instruction within the College of Medicine.

**O—Other:** This category is only for cooperative education, dissertation defense, and graduate written and oral exams.

**O1—Thesis Defense/Exam Masters**

**O2—Dissertation Defense/Exam Doctorate**

**P—Individual Performance Instruction:** Studio and/or class lessons where mastery of the basic techniques of the performance 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.

**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.

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

**Repeat Codes:** Any code other than "00" indicates a repeatable course; list the maximum number of semester hours/times the course may be taken in the appropriate field and in the course description narrative. **Required by the University Curriculum Committee and the Registrar's Office.**

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

**Department Codes (4 digit number):** **ALL** courses must belong to a department(s) for tracking and funding purposes. This number will tell the Course Schedule Master which department(s) can build the course sections. List all that apply. Department codes may be found on the Curriculum Committee forms website: <http://facsenate.fsu.edu/forms.html>. **Required by the University Curriculum Committee and the Registrar's Office.**

**Major Codes (6 digit number):** These numbers are not required if the course is to be open to all majors. To restrict the course to certain majors, list all major codes that apply. Major codes may be found on the Curriculum Committee forms website: <http://facsenate.fsu.edu/forms.html>.

**Classification of Instructional Programs (CIP) Code (6 digit number):** **ALL** courses must belong to a CIP code for reporting and tracking purposes. List the 6 digit number of the primary degree to which the course belongs. CIP codes may be found on the Curriculum Committee forms website: <http://facsenate.fsu.edu/forms.html>. **Required by the University Curriculum Committee and the Registrar's Office.**

**Section III. Approval Signatures. The form must contain the appropriate signatures or it will be sent back to the college without being reviewed.**

Submit one (1) original of the Curricular Request Form with all required signatures and one (1) copy of all forms and syllabus (or syllabi) to the University Curriculum Committee, c/o Melissa Crawford, Faculty Senate Coordinator, Mailcode 1480.

**Note:** 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 University Curriculum Committee examines the proposal from a university-wide perspective, and that charge is taken seriously. Departments would do well to check with other related departments or programs before submitting their 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.**