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| --- |
| Instructions:1. Please complete ALL fields for an initial submission
2. Complete only the fields that are to be changed for a Change Request and indicate what those fields are in the explanation.
3. Instructor information MUST include a T# or the form will be returned
4. Forms will be processed in the order received
5. Submit completed forms as an attachment to academicscheduling@suu.edu, or SCPS forms to byrnesc@suu.edu.
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| --- | --- | --- |
| COURSE SUBMISSION | Year: 20   | [ ]  Fall [ ]  Spring [ ]  Summer [ ]  Maymester |
|  | [ ] Initial Submission |  |  |
|  | [ ] Change Request | Explain: |       |
|  |
| **COURSE INFORMATION** |
| **1. SUBJECT** | **2. COURSE #** | **3. SECTION** | **4. TITLE** | **5. CR. HR.** |
|      |       |     |       |    |
| **6. Special Approval** | **7. Part of Term** | **8. Viewable Online?** | **9. Grading Method** | **10 Waitlist** | **11. Number on Waitlist** |
| [ ]  Department Approval[ ]  Instructor Approval[ ]  Adviser Approval | [ ]  Full Semester[ ]  First Session[ ]  Second Session | [ ]  Yes[ ]  No | [ ]  Standard Grading[ ]  Pass/Fail Grading[ ]  Not Gradable | [ ]  Yes[ ]  No |    |
| **12. Maximum Enrollment** | **13. Crosslisted with (course)** |  |  |
|     |       |  |  |
|  |  |  |  |
| **MEETING DETAILS** |
| **14. Meeting Type** | [ ]  Lecture [ ]  Online |
| **15. Days Taught** | [ ]  Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday |
| **16. Class time** |       |
| **17. Room Request** |       |
|  |  |  |  |
| **INSTRUCTOR** |
| **18. Instructor(s) T#** | **19. Instructor(s) Name** |
|       |       |
|       |       |
|  |  |
| **COURSE ATTRIBUTES** |
| **20. Budget Code** | [ ]  Budget Related (Regular)[ ]  Budget Related Concurrent[ ]  Budget Related STIT[ ]  Budget Related Non-Credit | [ ]  Self-Support (Regular)[ ]  Self-Support Concurrent[ ]  Self-Support STIT[ ]  Self-Support Non-Credit |
| **21. Academic / Vocational Code** | [ ]  Academic[ ]  Concurrent Enrollment | [ ]  Vocational[ ]  Apprenticeship |
| **22. Course Type Code** | [ ]  Conferences & Workshops[ ]  Dissertation[ ]  Individualized Instruction | [ ]  Regular Class[ ]  Class with incorporated lab[ ]  Lab | [ ]  Supervision at remote sites[ ]  Thesis Credit[ ]  Other:       |
| **23. Instructional Type Code** | [ ]  Face-to-Face (YP)[ ]  Technology Enhanced (YH)[ ]  Online / Internet (YI) | [ ]  Hybrid/Blended (YB)[ ]  Interactive Audio/Video (YR)[ ]  Broadcast (YT) | [ ]  Correspondence (YC) |
| **24. Tuition Waived** | [ ]  Yes [ ]  No |
| **25. Fees** | Amount | $ | Account Code |  |
|  |  |
| **SUBMISSION INFORMATION** |  |
| **26. Individual Submitting** |       |
| **27. Contact Email** |       |
| **28. Contact Phone** |       |
| **29. Completed** | 10/7/2011 10:50 AM |