Montclair State University   
**FORM FIELD DEFINITIONS – COURSE ALTERATIONS**

*Developed with the assistance of SBUS faculty member, Richard Peterson, the following is a general guide to assist faculty in filling out the new course form. Use this form, in conjunction with the document entitled “Electronic Process for Proposing Course Alterations” available* [*here*](https://www.montclair.edu/provost/forms/) *for best results.*

***As a reminder, when completing the course alteration form, only populate fields for which you wish to add or make changes to the existing information.***

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| **FORM ENTRY ITEM** | **EXPLANATION** |
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| Course Number | Consists of an approved 4 letter alphabetic discipline code (e.g., ACCT) and a unique 3 digit number code in the 000-499 range for undergraduate courses and 500-699 for graduate courses.  Check Course Inventory Search on Course Submissions page Requests for new course alpha codes should be made through the Provost’s Office (Barbara Ritola) |
| Delete Course | Y/N If yes, no need to continue, save and submit |
| College/School | Approved abbreviation for college or school housing the course. The School of Business code is “SBU.”  Use drop down on form. |
| Department | Approved abbreviation of administrative department within college or school offering course. |
| Course Title | Full, descriptive name of course, 100 characters or less, including spaces. When title over 30 characters, required to provide abbreviated course title. |
| Abbreviated Course Title | Abbreviated name of course that appears in some formats such as the registration system. Must be 30 or less alphanumeric characters, including spaces |
| Minimum Semester Hours | Least number of credits a student could earn by taking and passing this course one time. If there is no credit associated with this course the number should be “0”. If fixed credit (3), minimum and maximum will be the same, e.g. Minimum 3, Maximum 3. |
| Maximum Semester Hours | Most number of credits a student could earn by taking and passing this course one time. If there is no credit associated with this course the number should be “0”. If variable credit, e.g. 1-3, Minimum would be 1, Maximum would be 3 |
| Maximum Repeat | Maximum number of credits a student may apply toward degree program by repeating this course. |
| Pass/Fail Only? | Enter “N” for no if students will receive a letter grade (“A” to “F”). Enter “Y” if the grade will simply be “P” or “F” for pass or fail |
| 1st Student Contact Activity | Number of semester (credit) hours (**not clock hours**) that will be attributed to a specific type of student engagement. Typical activities are “Lecture”, “Seminar”, “Lab”. Enter both the activity and semester hours). |
| 2nd Student Contact Activity | See explanation in First Student Contact Activity directly above. Must be different than first. |
| 3rd Student Contact Activity | See explanation in First Student Contact Activity directly above. Must be different than first and second. |
| Capacity | Maximum number of students permitted to enroll in one section of the course. |
| Cross List 1 | A single course offered collaboratively through two departments. Each department must submit a new course proposal and will share responsibility for the course. The new course proposal forms must be identical in every way, with the exception of the four-letter subject code. You must clearly explain on the new course proposal form how the course meets the criteria for cross-listing, and how the cross-listing benefits students. The forms must be submitted simultaneously for approval. |
| Cross List 2 | See explanation in Cross List 1 |
| Cross List 3 | See explanation in Cross List 1 |
| Course Attribute | If course is changing attribute (e.g. Gen Ed Category, select from list |
| Course Attribute Description | Not enterable on form - ignore |
| Current Pre-requisites, Co-requisites and Catalog Description | Description of course and existing pre and/or co reqs as they currently appear in the Catalog of Courses (what’s currently on file in Banner) |
| Proposed Catalog Description | Description of course as you would like it to appear in the Catalog of Courses. Must be less than 1000 characters including spaces. |
| Proposed Pre-requisites | Courses or other conditions (e.g., “For Majors Only”) that must be met prior to enrolling in course.  Courses in the 200 range and up must have a “range – 100” level course as a prerequisite. For example, a 400-level must have a 300-level prerequisite, etc.  Another option: Courses may be taken as a prerequisite or a corequisite |
| Proposed Co-requisites | Courses added here must be taken at the same time as the course being altered |
| Rationale | Explain the reason for the proposed change to this course. |
| Original Approval Date | This field should be left blank |
| Additional Information | Optional |
| Course Submitted by: | Full name of person completing this form  Campus email address of person completing this form |
| **SIGNATURE WORKFLOW** | Enter names of appropriate individuals.  **It is the responsibility of the department to keep this list current.** Update the names listed as needed. |
| Chairperson, Department Curriculum Committee | Self-explanatory |
| Department Chairperson or  Subject Area Director | Self-explanatory |
| Chairperson, College/School Curriculum Committee | Self-explanatory |
| Dean, College/School | Self-explanatory |
| University Teacher Certification Officer (Teacher Education Courses Only) | Include ONLY if this course is used for Teacher Education |
| Additional Signatures | If needed |
| Dean of the Graduate School (Graduate courses only) | Self-explanatory |
| Associate Provost for Academic Programs & Assessment | Self-explanatory |