



NORTH FLORIDA COLLEGE

Course Change Checklist

Select One: New Course Course Update Course Termination

Name of Course _____ Course Number _____

Requestor Name _____ Proposed Effective Date _____

Step 1

New Course:

Prepare description of new course and a master syllabus, include justification for course addition; complete the following information; initiate approval process with the Office of Academic Affairs' Senior Staff Assistant.

Course Number		Lab Code (C=Combined, L=Lab)	
Type of Credit	<input type="checkbox"/> Academic <input type="checkbox"/> CTE/PSAV	Amount of Credit/Clock Hours	
List Type of Degree(s)			
Gordon Rule	<input type="checkbox"/> Yes <input type="checkbox"/> No (Writing)	General Ed Core	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Education Subject Area	<input type="checkbox"/> Communication <input type="checkbox"/> Humanities <input type="checkbox"/> Math <input type="checkbox"/> Natural Science <input type="checkbox"/> Social Sciences		
Prerequisites/Co-requisites			

Course Update:

Complete the following information and initiate approval process with the Office of Academic Affairs

Items to Change	Change From	Change To
Course Number		
Lab Code (C=Combined, L=Lab)		
Amount of Credit		
Type of Credit (Academic, PSAV)		
Total Clock Hours		
List Type of Degree		
Gordon Rule	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Ed Requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Education Subject Area		
Prerequisites/Co-requisites		
New Course Description, if applicable:		

Course Termination:

Prepare documentation to justify course termination and initiate course termination process with the Office of Academic Affairs.

Person(s) Responsible: Department Chair, Program Director, or Associate Dean

Printed Name _____ Signature _____ Date _____

 **Step 2**

Course change is presented to Faculty Senate for approval; include above documentation.

Faculty Senate reviews request and approves/denies at Faculty Senate meeting. Submit approved/denied request to Dean of Academic Affairs for review, include Senate meeting minutes.

Person(s) Responsible: Faculty Senate Chair Senate Decision: Not Applicable Approved Denied

Printed Name _____ Signature _____ Date _____

 **Step 3**

Dean reviews and approves/denies new course, course update, or course termination. OAA approves the ICS Code based on recommendation from Registrar.

ICS Code _____ Registrar Initials _____

Person(s) Responsible: Dean of Academic Affairs Dean Decision: Not Applicable Approved Denied

Printed Name _____ Signature _____ Date _____

 **Step 4**

Submit course request to SCNS (Statewide Course Numbering System); send completed copy to Registrar.

Person(s) Responsible: Academic Affairs

Printed Name _____ Signature _____ Date _____

 **Step 5**

New Course or Course Update:

Create/update new course in Banner.

Course Termination:

Suspend/inactivate course in Banner.

Person(s) Responsible: Registrar

Printed Name _____ Signature _____ Date _____

 **Step 6**

- Add/update/delete course info in Catalog; include new course descriptions, if applicable
- Send courtesy email to "Entire Campus" with notification of course additions or terminations

Person(s) Responsible: Academic Affairs

Printed Name _____ Signature _____ Date _____