

NEW COURSE TRANSMITTAL FORM ♦ INSTRUCTIONS FOR COMPLETION OF PART I

The New Course Transmittal form is used for transmitting new course information to the Statewide Course Numbering System (SCNS):

1. Institutional **RECOMMENDATIONS** regarding prefixes and course numbers for new courses.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for use by the faculty discipline coordinator in reviewing and assigning a prefix and course number.

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I must be completed and the course syllabus attached before it is forwarded to the Florida Department of Education (DOE).

The following instructions and definitions are provided to clarify items to be completed on the New Course Transmittal form.

Department Name/SAMAS #/Department Code: Academic unit, SAMAS # and dept. code responsible for teaching the course. Use complete name, not abbreviations or acronyms.

Recommended SCNS Course Identification: (Subject to approval by the appropriate Faculty Discipline Coordinator based on SCNS taxonomy and course classification system.)

Discipline (SMA): A three-digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS handbook.

Prefix: A three-letter code indicating placement of a course within the discipline.

Level: A one-digit code preceding the course number that indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institutional policy.

Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course.

Institution's Course Title: The title of the course as it is to appear in the catalog.

Effective Date: Provide month, day and year of term in which the course will be first offered.

Number of Credits: The type and amount of credit are regulated by Rule 6A-10.033, FAC.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example,

$$\frac{16}{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}} = \frac{16}{32} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{48}{1 \text{ (average number hours per student)} \times 3 \times 16 \text{ (number weeks in semester)}} = \frac{48}{48} = 1 \text{ Headcount Contact Hours}$$

Course Description: Provide a brief narrative description of the course content. Attach a course syllabus and outline of major topics, readings and grading criteria.

Mark All That Apply: Mark 'yes' or 'no' if a course is to be Rotating Topic, S/U Grading Only or is Repeatable for Credit.

Prerequisites: Indicate prefix and number or content of courses and other requirements that must be satisfied prior to enrollment in this course.

Corequisites: Indicate prefix and number or content of courses and other requirements that must be taken concurrently with this course.

Faculty Credentials: Indicate yes or no if the faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree.

Degree Type: Check all appropriate categories. For category of "Other," describe the intended registrants, e.g., law enforcement officers, registered nurses, retail merchants, etc.

Gordon Rule: Does this course satisfy the Gordon Rule requirements (Rule 6A-10.030, FAC)? If "Yes," provide the number of words (if applicable).

General Education Requirement: If this course is part of the 36 hour general education requirement, mark all applicable subject matter area(s): communications, mathematics, social sciences, humanities and/or natural sciences.

Category of Instruction: Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Department Contact and Telephone Number: Name, phone and address where notification of approval will be sent.

College Contact and Telephone Number: Name, phone and address where notification of approval will be sent.

Signatures:

Department Chair: Signature and date indicate department approval of the request.

College Dean: Signature of college dean and date indicate approval of the college-level curriculum committee or, if no such committee exists, approval of college.

Graduate Dean: All graduate level courses must be approved by the Graduate Curriculum Committee; signature and date indicate the course has the committee's review and approval.

Institutional Contact: All forms must be signed and dated by the institution's designated SCNS contact person. For undergraduate and professional courses, this signature also indicates approval of the University Curriculum Committee.

Do Not Complete Parts II and III.

Should you have questions concerning the completion of this form, please call Traci Taylor at 392-1361, ext. 7305. Call Helen Martin at 392-1282 for questions concerning graduate courses.