

Instructions for Course Forms

In ACRES

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GENERAL GUIDELINES FOR COURSES AND PROGRAMS

1. All course forms are housed in ACRES. Contact faculty in Educational Technology to be given a login for ACRES.
2. Once you are in ACRES, select *Create New Forms*, and then select the form you need from the links.
3. To obtain approval for a course within ACRES, the correct form must be completed and submitted in ACRES.
4. As you work on your form, it will be saved within ACRES. After you submit it to your department chair and/or Dean for approval, you will not be able to edit it.
5. If changes need to be made, you can request your dean or department chair (the next level above you) to return the form to you, and then it can be edited and resubmitted. You can also *clone* the form, found under the “More” tab on page 2. Select “Clone Form”, make the changes, and then re-submit the form. Then, you need to make a request to faculty in Educational Technology to delete your previous forms. You will need to re-attach any documents.
6. Any field with a red asterisk must be filled in or the form will not be saved.
7. The Department Chair or Division Dean may request that course forms be removed from ACRES if they are more than one fiscal year old and they are marked as “not approved”, “not yet submitted” or “pending revisions”.
8. New Course Form guidelines.
 - a. If the title changes, a New Course Form will likely be required.
 - b. If the course number changes, a New Course form will be required.
 - c. If the number of credit hours changes, a New Course Form will be required.
 - d. To help you determine whether to use a Course Modification Form or a New Course Form, consider this scenario:

A student takes the original course. Then, changes are made to the course. If the same student takes the course after the changes are made, is it still the same course? If not, then a New Course Form will be required.
9. Catalog description: There is a **50-word limit** for course descriptions. This does not mean you have to use them all. Hit the high points and major emphasis of what you cover, but not every single thing you teach. Do not begin your description with the words, “Course...” or “This course...” or “This is...” That phrasing is understood. Instead, open your description with **what the course is or does**. For example: “An overview of...” “Covers...” “Summarizes...” “Principles of...” “History and social effects of...” **Use present tense**. (Studies show the immediacy of present tense generates more positive response than using future tense.) In other words, don’t use the word “**will**.” **Use active voice** not passive voice. “Students learn...” not “Students are instructed...” “Covers basic skills...” not “Basic Skills are covered...” Spell out mathematics, especially in course titles. Spell out Microsoft, especially in course titles.

Do not include verbiage about credit hours, lab/lecture or prerequisite information.

10. Watch formatting. If you cut and paste into ACRES, it sometimes distorts the formatting and punctuation.
11. Before submitting your document, it is best to cut and paste it into a Word document for proofreading purposes. In ACRES, click "Print View", select "All", then copy and paste the form into a Word document.
12. After the course has been posted in ACRES for IC review, it is a good idea to check your course daily for comments. Your course may not be voted upon online if substantial questions or concerns are raised. Questions can sometimes be resolved through online discussion in ACRES. By effectively managing this process, you can greatly increase the speed at which your curriculum receives approval.
13. All new programs, program modifications, and program deletions are approved in Instructional Council Meetings. Forms are only submitted for archival purposes.
14. When constructing or reviewing a program, build in as much elective flexibility as the program will allow. Instructional Council discussed this issue and deemed it in the best interest of students to offer as many free electives as possible. The issue was voted on and approved in council on 2-26-16.
15. The term "3035" has been replaced with the term "course form."
16. Curriculum goes into effect Fall of the next catalog year. The only exceptions are X99s.

NEW COURSE FORM

In addition to the field-by-field instructions bellow, also see "General Guidelines" section on page 2.

Department: Choose from the drop-down menu

Course Prefix: List the prefix of the course being created

Course Number: Please verify the course with Systems Analyst

Course Title: Limited to 25 characters. When there is a sequence of courses with the same name, Roman numerals should be used:

Example:

- Industrial Maintenance Electrical and Instrumentation Technician **Level III**
- Industrial Maintenance Electrical and Instrumentation Technician **Level IV**

Cross-Listing: Write "yes" or "no" as appropriate

**Cross-listing
Information:**

If "yes", list course prefix and course number of cross-listed course(s). *Note:* include verbiage "This course meets the requirement to be cross-listed with (list course)" in "Rationale" field below, *See Instructions for Cross-listing Courses on page 8*

**Semester for
Implementation:**

Fall. Exceptions are X99s

**Year of
Implementation:**

Next catalog year

Course Type:

Elective Experimental Required Transfer Vocational

Check all that apply. Experimental must be cleared through your dean; Required and vocational may both be checked, for example in a Cosmetology course

Credit Hours:

Generally, the sum of weekly lecture hours plus lab/clinical hours (which are generally configured as 3 lab: 1 credit or 2 lab: 1 credit); consult with your dean

Transfer Course:

Please consult with Director of Student Services. For a list of transfer courses, see: <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>. Write SUN and Equivalency numbers in this space

Course Catalog

Description:
page 2

Write a 50 word or fewer description of the course content. *See General Guidelines*

Rationale:

Give a brief explanation for proposing this course. If the course is part of a degree program, list the degree. This is where you include cross-listing verbiage if it applies.

Total Lecture Contact

Hours Per Week: Number of hours per week the course meets for lecture

Total Lab Contact

Hours Per Week: Number of hours per week the course meets for hands-on work. Please see *Mode of Instructional Delivery* field below for further instructions

Total Clinical Contact Hours

Per Week: As determined by your department

Total Contact Hours: The sum of the weekly contact hours (lab, lecture, and clinical) multiplied by 16 weeks. Courses are listed in ACRES on the assumption of a 16-week semester; however, they may be scheduled for shorter or longer periods of time.

Load Factor: This is not a required field (Reference Procedure 2910)

Requisites: Is there a prerequisite or co-requisite for course? Yes No

Prerequisites: List any prerequisites

Co-requisites: List any co-requisites

Mode of Instructional Delivery:

(Check all that apply) (1) Live Classroom Instruction (2) Hybrid (3) Internet class
 (4) Laboratory (5) Other: specify

Definitions and guidelines for these choices:

1. **Live classroom instruction:** live instruction, either in person and/or via CCLE (connected course learning environment); may include web-enhanced courses (as defined in Distance Education Guidelines and Best Practices document); this option also applies to any course scheduled as an MCLE (multi-course learning environment)
2. **Hybrid:** per current HLC guidelines, choose this option if 25-75% of course instruction and interaction is delivered through the Internet, e-mail, or other electronic sources. Under course topics on Page 2 of this form, identify which topics are to be taught online and what percentage of the course each represents
3. **Internet class:** 100% of course instruction and interaction is delivered online; students and instructor need never meet, unless the course includes hands-on, laboratory work. In this case, "Laboratory" must also be checked, some number of lab hours MUST be entered into the *Lab Hours* field and must also figure in the credit hour computation. If you select Internet class, the course must have passed QM before you submit a New Course Form

4. Laboratory:

- Check this box if the course includes hands-on work. Hands-on work is an instructional activity that cannot, or should not, be delivered through lecture, or via Internet (though in rare cases, internet lab hours may be scheduled). Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and programming
- Do NOT check this box if the course is intended to be scheduled in a multi-course learning environment (=MCLE, or what we used to call “multi-course learning lab”) and it does NOT include actual hands-on work
- If you check this box, some number of lab hours MUST be entered into the *Lab Hours* field and must also figure in the credit hour computation
- Work with your Dean/Department Chair and/or contact someone knowledgeable on the subject for guidance on this field if you are unsure about it

5. **Other:** use this option for any other mode of instructional delivery not defined above. For example, individualized instruction

If “other” mode of instruction, specify:

Library Resources: List library materials the course requires, for example: periodicals, databases, DVDs, CDs, web site access – this should be specified particularly if a student has to write a paper or give a presentation

Assessment of Student

Learning Methods: Check all that apply

- (1) Written Examinations (2) Research Paper (3) Oral Presentations
 (4) Portfolio (5) Demonstration of Skills (6) Other, specify below

If “other” assessment, specify:

Recommended Course

Enrollment: Maximum number of students that can be enrolled in the course

Credit by

Examination: Is credit by departmental examination available for this course? If “YES”, please attach examination used No Yes

Literacy/ Critical

Inquiry Component: This is required for General Education classes, but not for other courses. Example: “Literacy and Critical Inquiry components are satisfied with the completion of fifteen (15) 200-word papers critically evaluating children’s literature the students have read.” Write N/A if it does not apply

Ethnic/Gender

Awareness: Required for General Education classes, but not others.

Example: “Racial/Ethnic/Gender awareness will be met through systematic integration of issues into course content in lectures, discussion, assignments, and audio-visual materials.” Mark N/A if it does not apply

Course Topics: List broad generic topics and categories. If you are teaching in a hybrid modality, identify which topics are to be taught online and what percentage of the course each represents. Do not list the Table of Contents of the textbook, as the textbook might change.

Course Outcomes: List course outcomes in a general manner to allow for faculty flexibility. The following is an example of 4 out of 17 outcomes listed for Bio 100:

As a result of completing this course, the student will be able to:

1. Explain and use the scientific method
2. Identify and summarize basic chemicals required for life processes
3. Identify and summarize structure and function of cells
4. Summarize the history of life on Earth

Attachment: If this course is to be cross-listed, attach documentation here (see Instructions for cross-listing courses); attach an exam here if credit by examination applies

Proposer: List below attachment bar

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click “Submit”. You may check the status of your course in ACRES under the “My Forms” Tab.

Instructions for Cross-listing Courses

Cross-listed courses will be identical except for department prefix and possibly the course number. Prior to cross-listing, check with all appropriate Department Chairs and Deans to make sure everyone is in agreement. **Provide documentation of contact person and date as an attachment to a new course form.**

For example, this is how to cross-list CIS 286 (existing course) with EDU 286:

First, in ACRES, create a New Course Form for EDU 286

- a. In "Cross-Listing" field, mark "yes".
- b. In "Cross-Listing Information" field, mark CIS 286.
- c. In "Rationale" field, include verbiage: "This course meets the requirements to be cross-listed with CIS 286".

Next, in ACRES, create a Modification to an Existing Course Form for CIS 286.

- d. In "Cross-Listing" field, mark yes.
- e. In "Cross-Listing Information" field, mark EDU 286.
- f. In "Rationale" field, include verbiage: "This course meets the requirements to be cross-listed with EDU 286".

The cross-listing of courses affects programs, other courses, the Catalog, and degree check sheets. In light of this, after IC has approved the cross-listed course, you must also do the following:

- Compile a list of all programs affected by the cross listing and contact those program overseers. It is up to the program overseers to decide whether they will accept the newly cross-listed course into their program. If either course is acceptable, program overseers will need to complete a program modification. The following is an example of a correct way to present cross-listed courses in the catalog under the appropriate degree:

FDV Certificate of Proficiency (CP) 24 credits

FDV 130 or SPT 230 Video Production 3 credits

Please Note: If the newly cross listed course is cross-listed with a math or second communications course, it will automatically be added to the Mathematics General Education List (for CAS and AAS Degrees) on page 64 of the catalog OR the Communications General Education List (for AAS Degrees) on page 64. If any given program does not want to accept the newly cross-listed course, the affected department will need to do a program modification to exclude that course.

- Compile a list of courses that have the cross-listed course as a prerequisite. Those courses will need to be modified in ACRES to include both cross-listed courses. For example, FDV 130 is a pre-requisite for FDV 222. FDV 130 is cross-listed with SPT 230. Therefore, FDV 222 needs a course modification that specifies that either FDV 130 or SPT 230 is an acceptable pre-requisite.
- After any program modifications due to cross-listed courses have been approved, please notify Media Relations Coordinator, Director of Student Services, Director of Enrollment Services, and Systems Analyst of the changes.

FORM FOR X99 COURSES (099, 199, 299)

1. An X99 course is considered a temporary course. Course must be approved by dean and then filed with VP (via ACRES) for archival purposes.
2. To modify a particular X99 course, you will need to *clone* the form found under the “More” tab on page 2. Select “Clone Form”, keep course title and tag as “**revised**”, make the changes, and then re-submit the form. You will need to re-attach any documents.
3. If an X99 is to become a permanent course, a NEW COURSE FORM must be completed and submitted.
4. Cross-listing will only apply in unique circumstances.
5. An X99 course may be offered for a maximum of three semesters. If the department still wants to offer it, a NEW COURSE FORM must be completed with a permanent course number.

Department: Chose from drop down menu

Course Prefix: List the prefix of the course being created

Course Number: Choose 099, 199 or 299

Course Title: Limited to 25 characters

Cross-Listing: Write “yes” or “no” as appropriate

Cross-Listing

Information: If “yes”, list course prefix and course number of cross-listed course(s). *Note:* include verbiage “This course meets the requirement to be cross-listed with (list course)” in “Rationale” field below, *See Instructions for Cross-listing Courses on page 8*

Semester for

Implementation: Choose from drop down list

Year of

Implementation: Choose from drop down list

Course Type:

Elective Experimental Required Transfer Vocational

Check all that apply. Experimental must be cleared through your dean; required and vocational may both be checked, for example in a Cosmetology course

Credit Hours:

Generally, the sum of weekly lecture hours plus lab/clinical hours (which are generally configured as 3 lab: 1 credit or 2 lab: 1 credit); consult with your dean

Transfer Course: Please consult with Director of Student Services. Write SUN and Equivalency numbers in this space. For a list of transfer courses, see: <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>

Course Catalog

Description: Write a 50 word or fewer description of the course content. See *General Guidelines, page 2*

Lecture Hours: Number of hours per week the course meets for lecture

Rationale: Give a brief explanation for proposing this course. If the course is part of a degree program, list the degree. This is where you include cross-listing verbiage if it applies

Lab Hours: Number of hours per week the course meets for hands-on work. Please see *Mode of Instructional Delivery field* below for further instructions

Total Contact Hours: The sum of the weekly contact hours (lab, lecture, and clinical) multiplied by 16 weeks. Courses are listed in acres on the assumption of a 16 week semester; however, they may be scheduled for shorter or longer periods of time.

Load Factor: This is not a required field (Reference Procedure 2910)

Requisites: Is there a prerequisite or co-requisite for course? Yes No

Prerequisites: List any prerequisites

Co-requisites: List any co-requisites

Mode of Instructional Delivery:

(Check all that apply) (1) Live Classroom Instruction (2) Hybrid (3) Internet class
 (4) Laboratory (5) Other: specify

Definitions and guidelines for these choices:

1. **Live classroom instruction:** live instruction, either in person and/or via CCLE (connected course learning environment); may include web-enhanced courses (as defined in Distance Education Guidelines and Best Practices document); this option also applies to any course scheduled as an MCLE (multi-course learning environment)
2. **Hybrid:** per current HLC guidelines, choose this option if 25-75% of course instruction and interaction is delivered through the internet, e-mail, or other electronic sources. Under course topics on Page 2 of this form, identify which topics are to be taught online and what percentage of the course each represents
3. **Internet class:** 100% of course instruction and interaction is delivered online; students and instructor need never meet, unless the course includes hands-on, laboratory work. In this case, "Laboratory" must also be checked, some number of lab hours MUST be entered into the *Lab Hours* field and must

also figure in the credit hour computation. If you select Internet class, the course must have passed QM before you submit a New Course Form

4. **Laboratory:**

- Check this box if the course includes hands-on work. Hands-on work is an instructional activity that cannot, or should not, be delivered through lecture, or via Internet (though in rare cases, internet lab hours may be scheduled). Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and programming
- Do NOT check this box if the course is intended to be scheduled in a multi-course learning environment (=MCLE, or what we used to call “multi-course learning lab”) and it does NOT include actual hands-on work
- If you check this box, some number of lab hours MUST be entered into the *Lab Hours* field and must also figure in the credit hour computation
- Work with your Dean/Department Chair and/or contact someone knowledgeable on the subject for guidance on this field if you are unsure about it

5. **Other:** use this option for any other mode of instructional delivery not defined above. For example, individualized instruction

If “other” mode of instruction, specify:

Library Resources: List library materials the course requires, for example: periodicals, databases, DVDs, CDs, web site access – this should be specified particularly if a student has to write a paper or give a presentation

Assessment of Student

Learning Methods: Check all that apply

- (1) Written Examinations (2) Research Paper (3) Oral Presentations
 (4) Portfolio (5) Demonstration of Skills (6) Other, specify below

If “other” assessment, specify:

Recommended Course

Enrollment: Maximum number of students that can be enrolled in the course

Credit by

Examination: Is credit by departmental examination available for this course? If “YES”, please attach examination used No Yes

Literacy/ Critical

Inquiry Component: This is required for General Education classes, but not for other courses. Example: “Literacy and Critical Inquiry components are satisfied with the completion of fifteen (15) 200-word papers critically evaluating children’s literature the students have read.” Write N/A if it does not apply.

Ethnic/Gender

Awareness:

Required for General Educations classes, but not others.

Example: "Racial/Ethnic/Gender awareness will be met through systematic integration of issues into course content in lectures, discussion, assignments, and audio-visual materials." Mark N/A if it does not apply

Course Outcomes:

List course outcomes in a general manner to allow for faculty flexibility. The following is an example of 4 out of 17 outcomes listed for Bio 100:

As a result of completing this course, the student will be able to:

1. Explain and use the scientific method
2. Identify and summarize basic chemicals required for life processes
3. Identify and summarize structure and function of cells
4. Summarize the history of life on Earth

Course Topics:

List broad generic topics and categories. If you are teaching in a hybrid modality, identify which topics are to be taught online and what percentage of the course each represents. Do not list the Table of Contents of the textbook as the textbook might change

Attachment:

If this course is to be cross-listed, attach documentation here (see Instructions for cross-listing courses); attach an exam here if credit by examination applies

Proposer:

List below attachment bar

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click "Submit". You may check the status of your course in ACRES under the "My Forms" Tab.

MODIFICATION TO AN EXISTING COURSE FORM

While the course form is “open” for approval of modifications, please check **ALL** fields and update them as needed. This includes checking for spelling errors, typos, poorly worded phrases, updated course catalog descriptions, course topics, and anything else that needs fixing.

Type of Change: Click all boxes that apply

Department: Choose from the drop down menu

Course Prefix: If there is to be a course prefix change, a **NEW COURSE FORM** must be completed

Course Number: If there is to be a number change, a **NEW COURSE FORM** must be completed

Course Title: If there is to be a course title change, a **NEW COURSE FORM** must likely be completed

Cross Listing: Write “yes” or “no” in this field as appropriate

Cross-listing Information:

If “yes”, list course prefix and course number of cross-listed course(s). *Note:* include verbiage “This course meets the requirement to be cross-listed with (list course)” in “Rationale” field below, *See Instructions for Cross-listing Courses page 8*

Semester for Implementation:

Fall, with the exception of X99 courses

Year of Implementation:

Next catalog year

Course Type:

Elective Experimental Required Transfer Vocational

Check all that apply. Experimental must be cleared through your dean; Required and vocational may both be checked, for example in a Cosmetology course

Credit hours:

Generally, the sum of weekly lecture hours plus lab/clinical hours (which are generally configured as 3 lab: 1 credit or 2 lab: 1 credit); consult with your dean

Transfer Course:

Please consult with Director of Student Services. Write SUN and Equivalency numbers in this field. For a list of transfer courses: <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>

Course Catalog Description:

This is the current description. If it is not 50 words or less or if it’s unclear or has other issues, please modify it and add it to the list of things you are modifying under *Type of Change* field above. *See General Guidelines, page 2*

Rationale: If the course has already been modified, delete any rationale for changes made in the past. Give a brief explanation for *each* proposed change. This is where verbiage for cross-listing goes if it applies

Total Lecture Contact

Hours Per Week: Number of hours per week the course meets for lecture

Total Lab Contact

Hours Per Week: Number of hours per week the course meets for hands-on work. Please see *Mode of Instructional Delivery field* below for further instructions

Total Clinical Contact

Hours Per Week: As determined by your department

Total Contact Hours: The sum of the weekly contact hours (lab, lecture, and clinical) multiplied by 16 weeks. Courses are listed in acres on the assumption of a 16-week semester; however, they may be scheduled for shorter or longer periods of time

Load Factor: This is not a required field; [Reference Procedure 2910]

Requisites: Is there a prerequisite or co-requisite for course? Yes No

Prerequisites: List any prerequisites

Co-requisites: List any co-requisites

Mode of Instructional Delivery:

(Check all that apply) (1) Live Classroom Instruction (2) Hybrid (3) Internet class
 (4) Laboratory (5) Other: specify

Definitions and guidelines for these choices:

1. **Live classroom instruction:** live instruction, either in person and/or via CCLE (connected course learning environment); may include web-enhanced courses (as defined in Distance Education Guidelines and Best Practices document); this option also applies to any course scheduled as an MCLE (multi-course learning environment)
2. **Hybrid:** per current HLC guidelines, choose this option if 25-75% of course instruction and interaction is delivered through the Internet, e-mail, or other electronic sources. Under course topics on Page 2 of this form, identify which topics are to be taught online and what percentage of the course each represents
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also figure in the credit hour computation. If you select Internet class, the course must have passed QM before you submit a New Course Form

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- Check this box if the course includes hands-on work. Hands-on work is an instructional activity that cannot, or should not, be delivered through lecture, or via Internet (though in rare cases, internet lab hours may be scheduled). Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and programming
- Do NOT check this box if the course is intended to be scheduled in a multi-course learning environment (=MCLE, or what we used to call “multi-course learning lab”) and it does NOT include actual hands-on work
- If you check this box, some number of lab hours MUST be entered into the *Lab Hours* field and must also figure in the credit hour computation
- Work with your Dean/Department Chair and/or contact someone knowledgeable on the subject for guidance on this field if you are unsure about it

5. **Other:** use this option for any other mode of instructional delivery not defined above. For example, individualized instruction

If “other” mode of Instruction, specify:

Library Resources: List library materials the course requires, for example: periodicals, databases, DVDs, CDs, web site access – this should be specified particularly if a student has to write a paper or give a presentation

Assessment of Student

Learning Methods: Check all that apply

- (1) Written Examinations (2) Research Paper (3) Oral Presentations
 (4) Portfolio (5) Demonstration of Skills (6) other, specify below

If “other” assessment, specify:

Recommended Course

Enrollment: Maximum number of students that can be enrolled in the course

Credit by

Examination: Is credit by departmental examination available for this course? If “YES”, please attach examination used No Yes

Literacy/ Critical

Inquiry Component: This is required for General Education classes, but not for other courses.
Example: "Literacy and Critical Inquiry components are satisfied with the completion of fifteen (15) 200-word papers critically evaluating children's literature the students have read." Write N/A if it does not apply.

Ethnic/Gender

Awareness: Required for General Educations classes, but not others.
Example: "Racial/Ethnic/Gender awareness will be met through systematic integration of issues into course content in lectures, discussion, assignments, and audio-visual materials." Mark N/A if it does not apply.

Course Outcomes: List course outcomes in a general manner to allow for faculty flexibility. The following is an example of 4 out of 17 outcomes listed for Bio 100:

As a result of completing this course, the student will be able to:

1. Explain and use the scientific method
2. Identify and summarize basic chemicals required for life processes
3. Identify and summarize structure and function of cells
4. Summarize the history of life on Earth

Course Topics: List broad generic topics and categories. If you are teaching in a hybrid modality, identify which topics are to be taught online and what percentage of the course each represents. Do not list the Table of Contents of the textbook as the textbook might change.

Attachment: If this course is to be cross-listed, attach documentation here (see Instructions for cross-listing courses); attach an exam here if credit by examination applies

Proposer: List below attachment bar

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click "Submit". You may check the status of your course in ACRES under the "My Forms" Tab.

COURSE DELETION FORM

For course deletions that affect a program of study, the program modification(s) must be completed and approved **prior** to approval of the course deletion.

If you are proposing to delete a course that is listed as a prerequisite for another course, you must complete a course modification from of the other course **prior** to proposing the course deletion.

Department: Choose from the drop down menu

Prefix: List the course prefix

Course Number (s): List the course number. If more than one course is to be deleted, use Annual Deletion of Courses Within a Prefix form.

Course Title: List the course title

Credit Hours: List the course credit hours

Effect on Existing Courses: Choose from the drop down menu

List Affected Courses: List all courses affected. The department suggesting deletion is responsible for notifying all departments affected by deletion, as Course Modifications must be completed by the affected departments BEFORE course deletion can be approved.

Effect on Programs: Choose from the drop down menu. Research all programs and contact department chairs to check if other programs are affected by deletion. Course Deletion cannot be approved until each affected department has completed Program Modifications.

List Affected Programs: List all affected programs

Effective Term of Deletion: Choose from drop down menu. Changes typically go into effect in the Fall. Exceptions are X99s

Effective Year of Deletion: Choose from drop down menu. Choose the next catalog year

Retain in Course Bank: A course deletion removes the course from both the catalog and the course bank. If you wish to retain a course in the course bank, check yes and include a rationale for

retention in “Rational for Deletion” field. Reasons may include: teach out plan or a future offering of the course. Check the appropriate box.

Rationale for Deletion:

List the reasons for deleting the course

Attachments:

Attach teach out plan; if this course is cross-listed, attach documentation here (see Instructions for cross-listing courses), and any other pertinent documents

Proposer:

List the name of person requesting the deletion

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click “Submit”. You may check the status of your course in ACRES under the “My Forms” Tab.

Accepted by IC 04-22-16

ANNUAL DELETION OF COURSES WITHIN A PREFIX FORM

- Department:** Choose from the drop down menu
- Prefix:** List Course prefix
- Course Numbers, Titles, and Credits:** In place of listing each course here, you may write “see attached” and attach list to this form
- Effect on Existing Courses:** Choose from the drop down menu
- List Affected Courses:** List all courses affected. The department suggesting deletion is responsible for notifying all departments affected by deletion, as Course Modifications must be completed by the affected departments BEFORE course deletion can be approved. For support, contact Systems Analyst
- Effect on Programs:** Choose from the drop down menu. Research all programs and contact department chairs to check if other programs are affected by deletion. Course Deletion cannot be approved until each affected department has completed Program Modifications
- List Affected Programs:** List the programs being affected by the deletion of the courses
- Effective Semester of Deletion:** Fall. Exceptions are X99s
- Effective Year of Deletion:** Choose the next catalog year
- Retain in Course Bank:** A course deletion removes the courses from both the catalog and the course bank. If you wish to retain a course in the course bank check yes and include a rationale for retention in “Rational for Deletion” field. Reasons may include a teach out plan or a future offering of the course. Check the appropriate box
- Rationale for Deletion:** List the reasons for deleting the courses
- Attachments:** Provide documentation of contacts with programs affected by the course deletions

NEW PROGRAM FORM

- 1) Bring to IC, by the deadline, a summary of the proposed program. Proceed if IC approves moving forward with the program.
- 2) Bring to IC, **before** the deadline for new program approval, a feasibility study (=Business Plan) **and** a Microsoft Word strike-through catalog document. Use the Feasibility Study Template: MyNPC, Employee Tab, Faculty-Adjunct Faculty Information, Information for all Faculty, Feasibility Study: NPC's Business Plan.
- 3) Any course modifications and new courses linked to the proposed program must be submitted to ACRES and be approved **before** the proposed program can be approved.
- 4) Submit final Microsoft Word strike-through catalog document to IC, which includes any changes suggested by IC.
- 5) If IC approves the new program, fill out New Program Form in ACRES and attach:
 - IC-Approved Summary
 - IC-Approved Feasibility Study (=Business Plan)
 - IC-Approved Microsoft Word strike-through catalog document
- 6) Complete Financial Aid Form (Appendix I) for DOE, and send it to NPC's Financial Aid Director.

New Programs are approved in Instructional Council Meetings. Forms are submitted for archival purposes.

Department: Choose from drop down list

Name of Program:

CIP Code: Classification of Instructional Program Code. Contact the Director of Institutional Effectiveness

Effective Term: Fall

Effective Year: Choose the next catalog year

Type of Program: Check all that apply

**Total Number of
Credit Hours in
the Program:**

Program Description:

Have you contacted Director of Financial Aid for financial aid eligibility of this program?:

Yes No

If No, Explain:

Attachment: Attach summary of the proposed program, Microsoft Word catalog document, and feasibility study

Proposer:

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click "Submit".

Accepted by IC 04-22-16

MODIFICATION TO AN EXISTING PROGRAM FORM

You are required to attach a document to IC to show how your change will affect other programs. See the example below.

1. Determine which programs would be affected by the proposed change and document these changes.
2. Talk with each department to get their input and ask permission to make the change. Document approval, including the date.
3. Update the feasibility study (=Business Plan) to include an explanation of how the modifications enhance that plan.
4. Please provide a Microsoft Word strike-through catalog document. NPC's Media Relations Coordinator can provide a Word document template for program modifications. Strike through anything that you want to delete. Use red font for anything new.
5. Complete Financial Aid Worksheet (Appendix I) and submit to the Director of Financial Aid.
6. After IC approves the program change, follow up with each affected program to make sure appropriate program modifications are completed if needed.

EXAMPLE:

PROPOSED MODIFICATION OF PROGRAMS RESULTING FROM IMPLEMENTATION OF CIS 105

CIS 105 Computer Applications and Information Technology was approved in April 2010 by the Instructional Council. The course replaces CIS 100 Survey of Computer Information Systems. CIS 100 will be removed from the Course Catalog at a later date. CIS 100 will not be offered starting Spring 2011, CIS 105 is being offered instead. The CIS 100 course is in a number of programs which need to be modified to reflect the change to CIS 105.

PROGRAMS AFFECTED BY THE CHANGE FROM CIS 100 TO CIS 105 SHOWING CURRENT STATUS AND CHANGE REQUIRED

Department/ Division	Area	Current Program Requirements	Program Modification	Contact Person	Permission given Yes or No	Date	Additional Program Modification Forms Completed? Date
A&S	Associate of Arts in Elementary Education	CIS 100 – Required Elective	CIS 105 – Required Elective				
A&S/CTE	Associate of Business – General Education	1) Requirements: Graduates must complete CIS 100 2) General Electives Options Computer Science – CIS 100	1) Requirements: Graduates must complete CIS 105 2) General Electives Options Computer Science – CIS 105				
A&S	Associate of General Studies	Additional courses that will meet AGS discipline studies requirement Computer Science – CIS 100	Additional courses that will meet AGS discipline studies requirement Computer Science – CIS 105				

Program Modifications are voted on in Instructional Council Meetings. Forms are submitted for archival purposes.

Department: Choose from drop down list

Name of Program:

CIP Code: Classification of Instructional Program Code. Contact the Director of Institutional Effectiveness

Effective Term: Fall

Effective Year: Choose the next catalog year

Type of Program: Check all that apply

Proposed Modification: Describe the modifications to the program

Current Status of the Program: Examples: active, inactive, teach-out mode

Total Number of Credit Hours in the Program (current):

Total Number of Credit Hours in the Program (proposed):

Program Description (proposed): If the description is one of the proposed changes, include proposed wording from the Microsoft Word strike-through catalog document

Program Description (current): Use current year catalog for program description

Effect on Other Programs: Write "Yes" or "No".

If yes, list programs affected:

Rationale for the Modification: Give a brief explanation for the proposed change

Implications: Describe the implications of articulation and coordination between other certificates and degrees within the college and with other institutions in the state

Complete Program: Attach a current Microsoft Word strike-through catalog document

Business Plan: Attach the updated Feasibility Study (=Business Plan) for the Program (in field above) with an explanation of how the modifications enhance that plan

Have you contacted Director of Financial Aid for financial aid eligibility of this program?:
Select "Yes" or "No"

If No, explain:

Proposer:

Complete Financial Aid Worksheet (Appendix I) and submit to the Director of Financial Aid.

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click "Submit".

Accepted by IC 04-22-16

DELETION OF AN EXISTING PROGRAM FORM

The Deletion of an Existing Program Form must be completed and approved **after** the approval of any course deletions linked to the deletion of a program.

Department: Choose from drop down list

Name of Program:

CIP Code: Contact the Director of Institutional Effectiveness

Effective Term: Fall

Effective Year: Choose the next catalog year

Type of Program: Check all that apply

Current Status of the Program: Examples: active, inactive, teach-out mode

Total Number of Credit Hours in the Program (current):

Program

Description (current): See current year catalog for program description

Effect on Other Programs: Write "Yes" or "No"

If yes, list programs affected:

Rationale for the deletion: Provide rationale for deletion of the program

Implications: Describe the implications of articulation and coordination between other certificates and degrees within the college and with other institutions in the state

Complete Program: Attach a current Microsoft Word strike-through catalog document

Proposer:

Complete Financial Aid Worksheet (Appendix I) and submit to the Director of Financial Aid.

After you have completed the form, please copy and paste into a Word document and use the Spell Check function. After making necessary corrections to the form, click "Submit".

APPENDIX I



NPC Degree Programs – Reporting Deletion, Updates or New

FOR FINANCIAL AID PURPOSES

Submit completed form to NPC Financial Aid Office

Submitted by: _____ Department: _____

Date: _____

The following information is required, if you are requesting approval from the Department of Education (DOE) to review NPC degree programs to be eligible for federal student financial aid (SFA) assistance.

- ✓ Federal SFA assistance will **NOT** be awarded without approval by the DOE. Submit this document at least 1-semester before the start of NPC Degree Program.
- ✓ All required information must be submitted **before** review by the Financial Aid Office.
- ✓ This form is not required for two year transfer degrees: AA, AAE, ABUS or AS. Including two year non-transfer degree: AGS(s).

REQUIRED FIELDS FOR DOE REPORTING:	AAS Program	CAS Program	CoP Program	CRT or Course only
<input type="checkbox"/> List NPC Degree Program to DELETE . ➤ Degree program will be removed from DOE eligible program list.				
➤ Provide end date for each degree program. ➤ Completed <i>shaded areas only</i> if deleting program.				
<input type="checkbox"/> List NPC Degree Program to UPDATE . ➤ Attach degree program. ➤ Attach required Gainful Employment (GE) information. See page 3.				
➤ Provide start of updated program.				
<input type="checkbox"/> List NEW NPC Program. ➤ Attach degree program. ➤ Attach required "Notice of Intent to Offer an Educational Program" document. ➤ <i>GE not required for transfer degrees.</i>				

➤ Provide start of updated program.				
REQUIRED FIELDS FOR ALL NEW OR UPDATED NPC DEGREE PROGRAM.	AAS Program	CAS Program	CoP Program	CRT or Course only
Enter CIP Code for each degree program. ➤ CIP Code approved by Institutional Research (IR)				
Full credit towards degree program ➤ Circle - Yes or No	AAS	CAS to AAS	CoP to CAS	CRT to CoP
	Yes or No	Yes or No	Yes or No	Yes or No
				Course only
				Yes or No
Total clock hours per degree program. ➤ Clock hours = Total lecture hours per course + total lab hours per course X weeks of instruction per academic calendar	Not required to complete for AAS degree.			
Credit hours per degree program. ➤ Programs with 15 or less credit hours are not eligible	Not required to complete for AAS degree.			
Type – semester or clock hours ➤ Circle - Yes or No	semester or clock hours	semester or clock hours	semester or clock hours	semester or clock hours
Weeks of Instructions per Academic Calendar.	_____ weeks	_____ weeks	_____ weeks	_____ weeks
Is more than 50% of the program located at an eligible NPC Campus, Center(s) or Educational Site(s) approved by Higher Learning Commission (HLC) and DOE. ➤ Circle - Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
If site is NOT approved by HLC & DOE. ➤ List the location where the degree program will be offered.				
				Course only

Gainful Employment (GE) Disclosure Requirement include the following items:

NOTE: Gainful Employment (GE) Disclosure requirement is required beginning Fall 2012 semester.

Please work with your Dean regarding the GE Disclosure information:

- ✓ Occupations
- ✓ Normal Time to complete the program
- ✓ On-time graduation rate for completers
- ✓ Total cost of the program – tuition and fees, books and supplies, room and board
- ✓ Placement rate for completers
- ✓ Median loan debt – Not required to report. NPC does not participate in Federal student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.

NPC FINANCIAL AID OFFICE – USE ONLY

Approved by Dean Date: _____

Approval by NPC ILC Date: _____

Request received by FAO. Date: _____

Reviewed by FAO. Date: _____

Submission to DOE. Date: _____

approval by the DOE.

Approval by DOE. Date: _____

Notification from DOE Date: _____

*Review by the FAO does **NOT** guarantee approval.

*Federal SFA assistance will **NOT** be awarded without

Public Notice of Nondiscrimination: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14