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 Coordinator of Academic Affairs.

Course Number		Lab Code (C=Combined, L=Lab)	
Type of Credit	☐ Academic ☐ CTE/PSAV	Amount of Credit/Clock Hours	
List Type of Degree(s)			
Gordon Rule	☐ Yes ☐ No (Writing)	General Ed Core	☐ Yes ☐ No
General Education Subject Area	☐ Communication ☐ Humanities ☐ Math ☐ Natural Science ☐ 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	☐ Yes	☐ No	☐ Yes	☐ No
General Ed Requirement	☐ Yes	☐ No	☐ Yes	☐ 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 Vice President 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

Vice President 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: VP of Academic Affairs   VP 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 _____