

CATALOG BANNER SYSTEM

Overview

The Banner system integrates the Catalog, Section Scheduling, Registration (including Drop/Add functions), and Grade Reporting systems currently in place at Ball State University.

Creating a legitimate course, and entering any course information on the Banner System, is the responsibility of the Academic Systems Curriculum Coordinator. A course must exist with correct information at the Catalog level before a section of that course can be “created” as a course offering.

At the Catalog level a course prefix (subject), number, title(s), amount and type of credit credits, etc., are stored, along with a beginning date identifying the first term the course is eligible to be taught (“From Term”).

Changes to a course must first be made at the Catalog level before they can be reflected at the section level effective with the next published catalog.

The undergraduate and graduate catalogs will now both be published yearly.

A more thorough exploration of course creation and revision will follow.

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Academic Postings

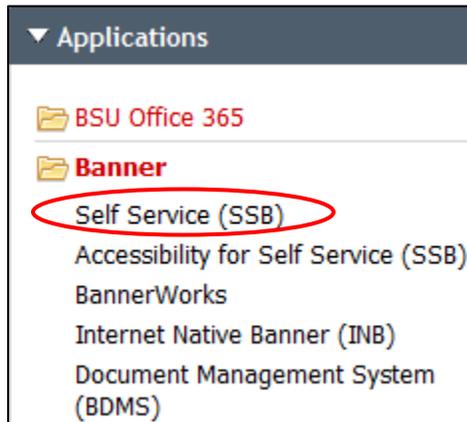
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Viewing Catalog Information on Self Service Banner (SSB)

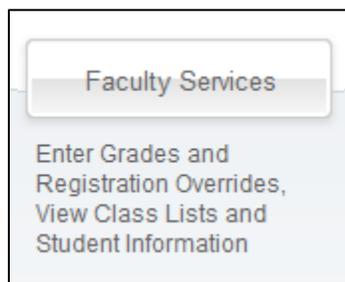
Faculty and staff can log into Banner through <http://my.bsu.edu> using their Ball State username and password.

In the “Application” section on the left hand side of the screen:

- Click on the folder for “Banner”
- Click on the link for [Self Service \(SSB\)](#)



- Click the box for “Faculty Services”



- Click “Course Catalog & Class Offerings”
- Click “Search Course Catalog”



- **ALWAYS** select the upcoming fall term from the drop down menu (if available).
 - **NOTE:** The upcoming fall term will not be viewable in SSB until the Schedule of Classes for the fall term is rolled over in the spring. Therefore, if your department has submitted course changes for the next catalog, the changes will not appear in SSB until the Schedule of Classes for the fall term has rolled.

Search by Term:

Fall 2013 ▼

Submit

- Click “Submit”
- Select a Subject Code from the “Subject (BZ):” menu. This is the only required search field.

Subject (BZ):

GERO - Gerontology
GRK - Greek
HIST - History

- If needed, you can use the other search fields on the page to narrow down the courses you wish to search for.

Subject (BZ):

GERO - Gerontology
GRK - Greek
HIST - History

Course Number Range: from to

Title:

Level:

All
Graduate
Undergraduate

Schedule Type:

All
1 Week or Less
Clinical

College:

All
Applied Science and Technology
Architecture and Planning

Division:

Department:

All
Accounting
Adult Community Education

Credit Range: hours to hours

Course Attribute:

All
Communications Req
Freshman Connection Course

Get Courses **Reset**

- When you are finished entering your search criteria, click the “Get Courses” button at the bottom of the page. The following screen will show a listing of your search results.

- Each course has a red link with the course prefix, number, and long title.

HIST 100 - Introduction to American History

- Click the link to view detailed information about the course.

Select the desired Level or Schedule Type to find available classes for the course.

HIST 100 - Introduction to American History

Overview of the major themes in the American historical experience from its origins to the present, with emphasis on turning points and recurring issues. Especially recommended for students pursuing a major in elementary education. Not open to students majoring in history.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

History Department

Restrictions:
Must be enrolled in one of the following Levels:
Undergraduate
Graduate
May not be enrolled in one of the following Majors:
History, Teaching
History
Social Studies, Teaching

[Return to Previous](#) [New Search](#)

From this screen you can click either “Return to Previous” or “New Search.”

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Log-in to INB Banner

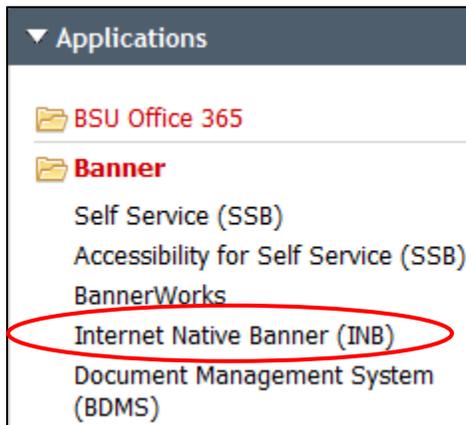
If you do not have query access for Internet Native Banner (INB), you may also view catalog information on Self Service Banner (SSB). Follow the instructions for viewing catalog information on SSB [here](#) on page 4.

Faculty and staff can log into Banner through <http://my.bsu.edu> using their Ball State username and password.

Log-in to INB Banner

In the “Application” section on the left hand side of the screen:

- Click on the folder for “Banner”
- Click on the link for **Internet Native Banner (INB)**



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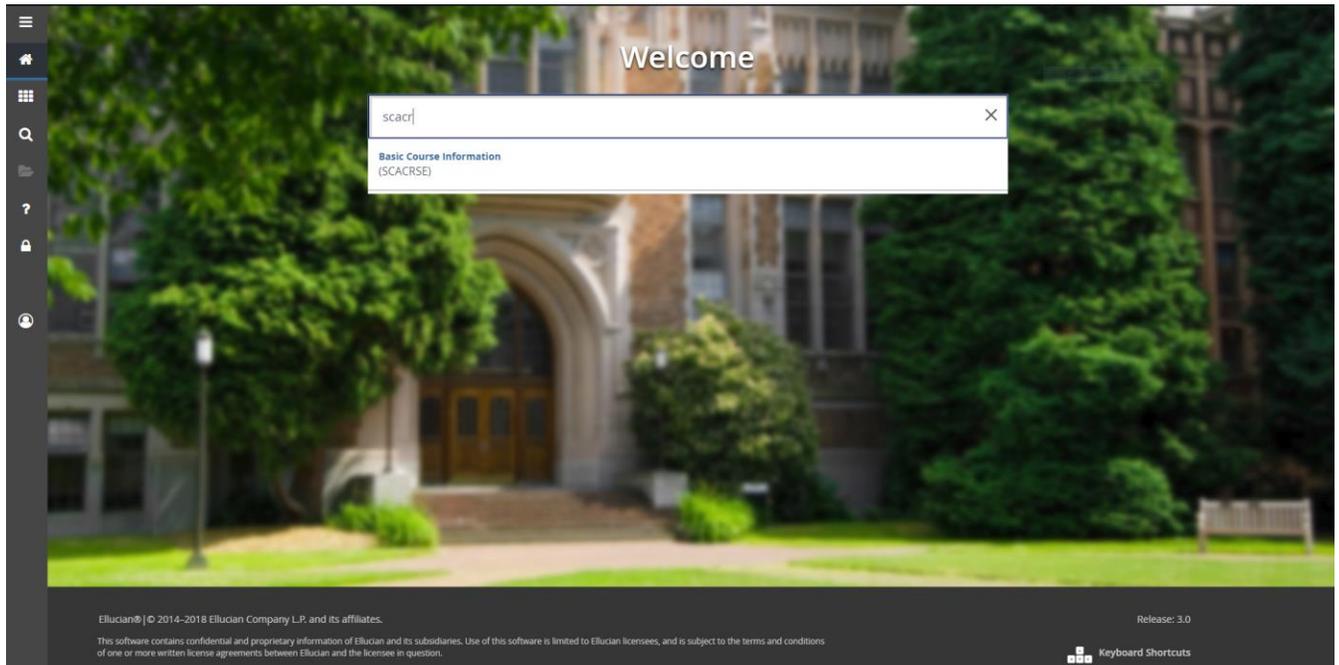
The Welcome Menu

The Welcome Menu can be used to enter other menus.

To access the Catalog screens:

- Use the search tool on the Welcome page.
- Helpful tip: The folder icon on the left-hand side of the page holds all of your recently visited screens.

Note: All catalog screens begin with SCA....



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Using the Catalog INB Screens

The following must be entered at the top portion of every catalog screen:

- **Subject** (course prefix)
- **Course Number**
- **Term** (year)

In order to view the latest catalog change, you can enter “999999” as the term.



After entering the **Subject** (prefix), **Course Number**, and **Term** for a course, hit **the downwards blue arrow** (bottom left hand corner of screen). This will bring up the course information onto the screen.

Terms

A year/term of 201810 displays the course in effect for Fall, 2018; 201820 for Spring, 2018, etc. Summer uses the number 30 (201830). The summer term covers all courses offered for each part of term summer session.

Fall 2017: **201810**

Spring 2017: **201820**

Summer 2017: **201830**

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Accessing Course and Term History

How to View a List of all Courses and Term History

This search can be done on the SCACRSE screen.

To view all courses for all prefixes:

- Click the three horizontal dots next to the “Subject” field
- Click “View Existing Courses”
- Use the scroll bar on the right to search through the courses
- Use “Criteria” search bar to narrow your search
- To bring up a course on the screen:
 - Select the course you need
 - Click OK
 - Click green “Go” button

To view all courses for a specific prefix:

- Type the prefix in the “Subject” field
- Click or tab over to the “Course” field
- Click the three horizontal dots next to the “Course” field
- Use the scroll bar on the right to search through the courses
- Use “Criteria” search bar to narrow your search
- To bring up a course on the screen:
 - Select the course you need
 - Click OK
 - Click green “Go” button

Information Displayed on the Pop Up Screen

Subject: Prefix

Course: Course number

Effective Term: the term a course change went into effect

Title: Short Title

Status: A=Active, D=Dropped, N=New, R=Revised, Z=Dropped/Replaced

Start Term: will always be the effective start term the course was originally entered onto the Banner system **or** the term of the latest change on the legacy system (most Start Terms are holdovers from the legacy system).

- Example: ISOM 125 was last changed in 201410. The Start Term lists 200810 on this screen because that was the latest term date listed in the legacy system when the course was copied over to Banner.

End Term: will always be “999999”

Activity Date: date the course was originally entered on the Banner system, **not** the date of the latest change.

Subject	Course	Effective Te...	Title	S...	Start Term	End Term	Activity Date
ACC	200	200810	Accounting for Ne...	N	200810	999999	08/03/20
ACC	201	200410	Principles of Acco...	A	200410	999999	08/03/20
ACC	201	201210	Principles of Acco...	R	200410	999999	08/03/20
ACC	201	201410	Principles of Acco...	R	200410	999999	08/03/20
ACC	201	201810	Principles of Acco...	R	200410	999999	08/03/20
ACC	202	198810	Principles of Acco...	A	198810	999999	08/03/20
ACC	202	201410	Principles of Acco...	A	198810	999999	08/03/20
ACC	202	201610	Principles of Acco...	R	198810	999999	08/03/20
ACC	299X	200010	Experimental/Deve...	A	200010	999999	08/03/20
ACC	299X	201410	Experimental/Deve...	A	200010	999999	08/03/20

[\(Back to Text\)](#)

(SCACRSE) BASIC COURSE INFORMATION

(SCACRSE) Main Screen – Course Details

Basic Course Information SCACRSE 9.3.7 (TEST) ADD RETRIEVE RELATED TOOLS

Subject: ENG ENG - English Course: 285 Term: 201810 Course Title: Intro to Creative Writing Start Over

COURSE DETAILS Insert Delete Copy Filter

From Term 201310 Copy To Term 999999

Course Title * Intro to Creative Writing Approval ...

College * SH ... Sciences and Humanities CIP ...

Division ... Prerequisite Waiver ...

Department ENGL ... English Duration ...

Status * R ... Revised

Continuing Education Tuition Waiver Additional Fees

Prerequisite Check Basic or None CAPP DegreeWorks Syllabus Exists Long Title Exists

Method:

Hours

	Low	None/Or/To	High
CEU or Credit	3.000		
Billing *	3.000		
Lecture	3.000		
Lab			
Other			
Contact	3.000		

Repeat Details

Limit Maximum Hours Repeat Status ...

Listed under the “Course Details” section of the screen is the following information:

- **From Term**
 - Effective term of latest catalog change (unless looking at a previous version of the course – [see instructions](#) on accessing course/term history)
- **To Term**
 - “999999” (unless looking at a previous version of the course – [see instructions](#) on accessing course/term history)
- **Short Title**
 - Short titles are limited to 30 characters.
 - Short titles cannot contain an ampersand (&), slash (/), backslash (\), or apostrophe (‘).
- **College**
- Division (not used)
- **Department**
- **Status** (A = Active; D = Dropped; N = New; R = Revised; Z = Dropped/Replaced)
 - Z = a course that was replaced by another prefix and/or number
- Approval, CIP, Prerequisite Waiver, and Duration (not used)

Credits can be:

- a set number of credits (Example: 3.0)
- a range (1.0 to 9.0, for example, for a course that could be offered for any number of credits between 1 and 9, but never for more than 9)
- a one or another figure (3.0 or 6.0, where a course can only be offered for 3 or 6 credits, never 4 or 5 or more than 6, nor less than 3).

Repeat Details:

- **Maximum Hours field**
 - Carries the Maximum number of credits of a variable credit course a student can accumulate.
 - This is determined by either the credit range or the “A total of” statement.



Click blue arrow to go to the [Course Level](#) screen.

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(SCACRSE) Course Level

Subject: ENG ENG - English		Course: 285	Term: 201810	Course Title: Intro to Creative Writing	Start Over
▼ COURSE LEVEL		From Term: 200410		Copy	To Term: 999999
Level *	Description				CEU
UG	Undergraduate				<input type="checkbox"/>
1 of 1					
10 Per Page					
Record 1 of 1					

Here the Level of the course is displayed: **UG** for Undergraduate and **GR** for Graduate.

Courses numbered below 100 are not offered for credit toward graduation.

Courses numbered from 100 to 199 are primarily freshman courses.

Courses numbered from 200 to 299 are primarily sophomore courses.

Courses numbered from 300 to 399 are primarily junior courses.

Courses numbered from 400 to 499 are primarily senior courses.

Courses numbered 500 and higher are graduate courses.



Click blue arrow to go the [Grading Mode](#) screen.

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(SCACRSE) Grading Mode

Subject: ENG ENG - English Course: 285 Term: 201810 Course Title: Intro to Creative Writing		Start Over
GRADING MODE		Insert Delete Copy Filter
From Term	<input type="text" value="200410"/>	To Term <input type="text" value="999999"/>
Copy		
Grade Mode *	Description	Default *
S	Standard Letter	Default
A	Audit	Not Default
B	Credit/No Credit	Not Default
T	Transfer	Not Default
1 of 1 Per Page		Record 1 of 4

Grade Mode specifies the type of grading scheme to be used for the course. Only one Mode is identified as the default mode:

- A** = Audit
- B** = Credit/No Credit only (Last sentence in course description must say: Offered credit/no credit only.)
- N** = Non-graded course
- S** = Standard letter grade only
- T** = Transfer course
(only used for course numbers 990/999 transfer courses – Academic Systems use only)

Most undergraduate courses normally default as Grade Mode “S” or “B.” All possibilities for a course (audit, credit/no credit, standard letter grade, and transfer) are listed on this form in order for a section to use the appropriate Grade Mode.

Graduate courses normally are “S” unless graduate students could be allowed to take the course for Credit/No Credit (“B”). A graduate course cannot be offered as Credit/No Credit unless given permission by the Graduate School.



Click blue arrow to go to the [Schedule Type](#) form.

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(SCACRSE) Schedule Type

Schedule Type is the type of meeting or meetings that occur when the course is taught. More than one schedule type may be necessary on a course if it has different schedule types at different offerings.

<p>A = Lecture</p> <p>C = Clinical</p> <p>D = Discussion/Recitation</p> <p>E = Examination</p> <p>F = Field Study</p> <p>I = Non-Credit Workshop</p> <p>IM* = Immersive Learning</p> <p>IN = Internship</p> <p>K = 1 Week or Less</p>	<p>L = Laboratory</p> <p>LL = Lecture/Lab</p> <p>O = One-on-One/Research</p> <p>R = Independent Study</p> <p>S = Seminar</p> <p>T = Online Fixed Times (Synchronous)</p> <p>U = Studio</p> <p>W = Online (Asynchronous)</p> <p>X = Experiential</p>
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*(Note: must e-mail [Jennifer Blackmer](mailto:jblackmer@indiana.edu) for permission to use IM schedule type. CC: [Kirsten Stock](mailto:kstock@indiana.edu).)

OC and OF Campus Codes

Off Campus (OC) – RESERVED FOR ONLINE AND DISTANCE EDUCATION - Courses physically offered in a domestic location other than main campus, i.e. Indianapolis, Fishers, Ft. Wayne.

Off Field (OF) – Courses physically offered in a domestic location other than main campus. Reserved for use by Orientation sessions, Clinical (schedule type ‘C’), Field Studies (schedule type ‘F’), Immersive Learning (schedule type ‘IM’), Internships (schedule type ‘IN’), Independent Study (schedule type ‘R’), Seminar (schedule type ‘S’) and Experiential (schedule type of ‘X’).

When using the OF campus code, the section can only have one of the following schedule types:

- | | |
|--|---|
| <ul style="list-style-type: none"> • C – Clinical • F – Field Study • IM – Immersive Learning | <ul style="list-style-type: none"> • IN – Internship • R – Independent Study • S – Seminar • X – Experiential |
|--|---|
- (Note: must e-mail [Jennifer Blackmer](mailto:jblackmer@indiana.edu) for permission. CC: Kirsten Stock.)

Click the Startover icon  at the top of the screen to return to clear the screen and enter another course.

or

Click on the blue Exit icon  to return to the Welcome screen. Type [SCADETL](#) for the next form.

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(SCADETL) COURSE DETAIL INFORMATION

Click [blue arrow](#) to fill in the course information. Continue clicking on blue arrow or click on the tabs to navigate to other areas.

The following tabs are not used: Transfer Institutions, Course Text, and Integration Partners.

(SCADETL) Corequisites and Equivalents

The first form displays:

- **Corequisite course**
 - **Note: effective Fall 2015, corequisites (labs) will no longer be listed on this screen.** All departments should be using multiple meeting patterns on their sections to connect lectures with labs on their sections.
- **Equivalent course**
 - previous prefix and/or course number that the current course replaced
 - (previously listed on ECA's C100 screen)
- **Reminder: Terms**
A year/term of 201810 displays the course in effect for Fall, 2018; 201820 for Spring, 2018, etc. Summer uses the number 30 (201830). The summer term covers all courses offered for each part of term summer session.

Fall 2017: **201810**

Spring 2017: **201820**

Summer 2017: **201830**

Subject: PFW PFW - Phys Ed Fit/Wellnss				Course: 100	Term: 201810	Course Title: Physical Conditioning	Start Over			
Corequisites and Equivalents				Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ COREQUISITE COURSE										
From Term		201810		Maintenance		To Term		999999		
Subject *				Course *						
				...						
1 of 1				10 Per Page		Record 1 of 1				
▼ EQUIVALENT COURSE										
From Term		201010		Maintenance		To Term		999999		
Subject *			Course *		Start Term *		End Term *			
PEFW			100		000000		200934			
1 of 1				10 Per Page		Record 1 of 1				

Click the [Fee Codes](#) tab.

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(SCADETL) Fee Codes

The **fees** for a course are maintained by the Bursar's Office. Any fees for a course should be controlled by the bursar's office, not the department.

- **Please indicate if your course requires a fee on the Special Fees section of the course forms.**

The Student Curriculum Rules and Student Rules sections are not used.

Subject: MMP MMP - Music, Media and Prod Course: 100 Term: 201810 Course Title: Survey of the Music Industry Start Over

Corequisites and Equivalents **Fee Codes** Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

FEE CODES + Insert - Delete Copy Filter

From Term: 201710 Maintenance To Term: 999999

Detail *	Description	Amount *	Fee Type *	Duration Unit
C020	Music Course Fee	15.00	CRED	

1 of 1 Per Page Record 1 of 1

Student Curriculum Student

Student Curriculum Rules

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Student Type	Curricula Rate
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1 of 1 Per Page Record 1 of 1

Click the [Degree Attributes](#) tab.

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(SCADETL) Degree Attributes

Degree Attributes tab includes:

- “VART” for **Variable Title** courses, in which course titles can be changed at the section level.
- A variable credit course (ex. 1-6) cannot be Variable Title without an “A total of....” statement.
- (Previously listed on ECA’s C100 screen)

Subject: TDPT TDPT - Technology: Department Course: 299X Term: 201810 Course Title: Experimental Development Topic Start Over

Corequisites and Equivalents Fee Codes **Degree Attributes** Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

DEGREE ATTRIBUTES + Insert - Delete Copy Filter

From Term 201210 Maintenance To Term 999999

Attribute *	Description
VART	Variable Title Course Offering

1 of 1 Per Page Record 1 of 1

- **UCC-21** codes for courses approved for the University Core Curriculum.

Subject: MMP MMP - Music, Media and Prod Course: 100 Term: 201810 Course Title: Survey of the Music Industry Start Over

Corequisites and Equivalents Fee Codes **Degree Attributes** Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

DEGREE ATTRIBUTES + Insert - Delete Copy Filter

From Term 201310 Maintenance To Term 999999

Attribute *	Description
FIHU	UCC Tier 2 Fine Arts/Des/Human
SCHA	Statewide Core: Humanistic/Art

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The **Transfer Institutions** tab is not used.

Click the **Supplemental Data** tab.

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(SCAETL) Supplemental Data

The Supplemental Data tab is used to store the **Posting date, number, and academic year** representing when the course was last posted (in the Institutional Reporting field - Element 1).

Subject: TDPT TDPT - Technology: Department Course: 299X Term: 201810 Course Title: Experimental Development Topic Start Over

Corequisites and Equivalents **Fee Codes** **Degree Attributes** **Transfer Institutions** **Supplemental Data** **Course Description** **Course Text** **Integration Partners**

▼ SUPPLEMENTAL DATA Insert Delete Copy Filter

From Term Maintenance To Term

Taxonomy of Program <input type="text" value=""/> ...	<input type="checkbox"/> Cooperative Education
Occupational Course <input type="text" value=""/> ...	Course Identifier <input type="text" value=""/>
Classification <input type="text" value=""/> ...	Credit Category <input type="text" value=""/>

Institutional Reporting		Description		Institutional Reporting		Description	
Element 1	<input type="text" value="042114"/> ...		Posting 12 2013-2014	Element 4	<input type="text" value=""/> ...		
Element 2	<input type="text" value=""/> ...			Element 5	<input type="text" value=""/> ...		
Element 3	<input type="text" value=""/> ...			Element 6	<input type="text" value=""/> ...		

Click the [Course Description](#) tab.

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(SCADETL) Course Description

Course Description tab stores the catalog description of the course, including short title, prerequisite and limitation statements. There is no character limit for the course description.

- Credits are found on SCACRSE screen
- Long titles are found on SCASYLB screen

Subject: ENG ENG - English Course: 285 Term: 201810 Course Title: Intro to Creative Writing Start Over

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data **Course Description** Course Text Integration Partners

▼ COURSE DESCRIPTION Insert Delete Copy Filter

From Term: 201310 Maintenance To Term: 999999

Description * Introduction to the craft, terminology, and techniques of multiple genres, including fiction, poetry, and creative nonfiction. Core Transfer Library: English/Literature (IEL 1230)

Course Text and Integration Partners not used, at present.

Click the Start Over icon at Start Over the top of the screen to return to clear the screen and enter another course.

or

Click on the blue Exit icon ✕ to return to the Welcome screen. Type or double-click [SCARRES](#) for the next form.

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(SCARRES) COURSE REGISTRATION RESTRICTIONS

All data entered on this screen will depend on how the course restriction information is entered on the course form. Be specific regarding which programs, groups, etc. the course is restricted to/from. Click on the tabs to access the different areas.

(SCARRES) Department and Field of Study

Department restrictions

May Include or Exclude students from specific departments.

Subject: MATH MATH - Mathematics Course: 207 Term: 201810 Course Title: Mathematics Exceptional Learn Start Over					
Department and Field of Study		Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
DEPARTMENT RESTRICTIONS Insert Delete Copy Filter					
From Term		201110	Maintenance	To Term	999999
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude					
Department	Description				
SPED	Special Education				
1 of 1		10	Per Page		Record 1 of 1
FIELD OF STUDY RESTRICTIONS Insert Delete Copy Filter					
From Term		201810	Maintenance	To Term	999999
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude					
		<input type="checkbox"/> All Field of Study Types		Type	...
Code	Description				
1 of 1		10	Per Page		Record 1 of 1

Field of Study restrictions

May Include or Exclude majors, minors, or concentrations or a combination of all three (if the All Field of Study Types box is checked and one code is used for more than one area).

Subject: ART ART - Art Course: 100 Term: 201810 Course Title: Art Orientation Start Over					
Department and Field of Study		Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
DEPARTMENT RESTRICTIONS Insert Delete Copy Filter					
From Term		201810	Maintenance	To Term	999999
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude					
Department	Description				
1 of 1		10	Per Page		Record 1 of 1
FIELD OF STUDY RESTRICTIONS Insert Delete Copy Filter					
From Term		200610	Maintenance	To Term	999999
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude					
		<input type="checkbox"/> All Field of Study Types		Type	MAJOR Major
Code	Description				
ARRR	Art				
ARTT	Teaching Major in Visual Arts				
PARR	Pre Art				
PART	Pre Art Teaching				
VART	Visual Arts All Grade Teaching				
VISA	Visual Arts Studio				
1 of 1		10	Per Page		Record 1 of 6

Click the [Class and Level](#) tab.

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(SCARRES) Class and Level

Class Restrictions can be used to Include or Exclude enrollment to students with certain class standings.

- Example: *Open only to* juniors and seniors.

Level Restrictions

- Undergraduate courses will include both undergraduate and graduate.
- Graduate courses will only include undergraduate if a course can be taught at both levels.

Subject: CS CS - Computer Science Course: 339 Term: 201810 Course Title: Advanced Topics Seminar Start Over

Department and Field of Study **Class and Level** Degree and Program Campus and College Student Attribute and Cohort

CLASS RESTRICTIONS Insert Delete Copy Filter

From Term Maintenance To Term

Include/Exclude (I/E) Include Exclude

Class	Description
FR	Freshman
SO	Sophomore

Record 1 of 2

LEVEL RESTRICTIONS Insert Delete Copy Filter

From Term Maintenance To Term

Include/Exclude (I/E) Include Exclude

Level	Description
GR	Graduate
UG	Undergraduate

Record 1 of 2

Click the [Degree and Program](#) tab.

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(SCARRES) Degree and Program

Degree Restrictions can be used to Include or Exclude enrollment to students with certain degree designations.

- Example: MAST 600. “Open only to master’s students.”

Program Restrictions can be used to Include or Exclude enrollment to students listed under certain program codes.

Subject: MAST MAST - Masters Candidate Course: 600 Term: 201810 Course Title: Masters Candidate Start Over

Department and Field of Study Class and Level **Degree and Program** Campus and College Student Attribute and Cohort

▼ DEGREE RESTRICTIONS Insert Delete Copy Filter

From Term: 200710 Maintenance To Term: 999999

Include/Exclude (I/E) Include Exclude

Degree	Description
MA	Master of Arts
MAE	Master of Arts in Education
MAR	Master of Architecture
MBA	Master of Business Admin.
MFA	Master of Fine Arts
MLA	Master of Landscape Architect.
MM	Master of Music
MPA	Master of Public Administ.
MS	Master of Science
MUD	Master of Urban Design
MUR	Master of Urban & Reg. Plan.

◀ 1 of 1 ▶ Record 1 of 11

▼ PROGRAM RESTRICTIONS Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

Include/Exclude (I/E) Include Exclude

Program	Description
---------	-------------

◀ 1 of 1 ▶ 10 Per Page Record 1 of 1

Use arrows to view any additional pages of codes.

Click the [Campus and College](#) tab.

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(SCARRES) Campus and College

Campus Restrictions are not used at the catalog level.

College Restrictions can be used to Include or Exclude enrollment to students from specific colleges.

- Example: CAP 598. “Open only to CAP graduate students...”

Subject: CAP CAP - Coll Arch & Planning		Course: 598	Term: 201810	Course Title: Special Projects in CAP	Start Over
Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort	
▼ CAMPUS RESTRICTIONS + Insert - Delete Copy Filter					
From Term	201810	Maintenance	To Term	999999	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude					
Campus	Description				
1 of 1 Per Page Record 1 of 1					
▼ COLLEGE RESTRICTIONS + Insert - Delete Copy Filter					
From Term	199720	Maintenance	To Term	999999	
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude					
College	Description				
AP	Architecture and Planning				
1 of 1 Per Page Record 1 of 1					

Click the [Student Attribute and Cohort](#) tab.

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(SCARRES) Student Attribute and Cohort

Student Attribute may include Honors, restricting a course to Honors students.

The screenshot shows the SCARRES interface for course HONR 201. The top navigation bar includes 'Subject: HONR HONR - Honors', 'Course: 201', 'Term: 201810', and 'Course Title: Inquiries in the Ancient World'. A green 'Start Over' button is in the top right. Below the navigation bar are tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Student Attribute and Cohort' tab is active. Underneath, there are two sections: 'STUDENT ATTRIBUTE RESTRICTIONS' and 'COHORT RESTRICTIONS'. The 'STUDENT ATTRIBUTE RESTRICTIONS' section has a 'From Term' of 201010 and a 'To Term' of 999999. It includes an 'Include/Exclude (I/E)' section with 'Include' selected. Below this is a table with one row: 'Attribute: HONR' (circled in red) and 'Description: Honors College Student'. The 'COHORT RESTRICTIONS' section has a 'From Term' of 201810 and a 'To Term' of 999999, with 'Exclude' selected in the 'Include/Exclude (I/E)' section. Both sections have a 'Maintenance' button and a 'Filter' icon. Navigation controls at the bottom of each section show '1 of 1' records and '10 Per Page'.

Cohort restrictions

Currently only used to identify professional education courses identified by Teachers College.

The screenshot shows the SCARRES interface for course SS 350. The top navigation bar includes 'Subject: SS SS - Social Science', 'Course: 350', 'Term: 201810', and 'Course Title: Teach Hist SS Jr Hi Mid School'. A green 'Start Over' button is in the top right. Below the navigation bar are tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Student Attribute and Cohort' tab is active. Underneath, there are two sections: 'STUDENT ATTRIBUTE RESTRICTIONS' and 'COHORT RESTRICTIONS'. The 'STUDENT ATTRIBUTE RESTRICTIONS' section has a 'From Term' of 201510 and a 'To Term' of 999999. It includes an 'Include/Exclude (I/E)' section with 'Include' selected. Below this is a table with one row: 'Attribute: TCUR' and 'Description: Teaching Curriculum'. The 'COHORT RESTRICTIONS' section has a 'From Term' of 201810 and a 'To Term' of 999999, with 'Exclude' selected in the 'Include/Exclude (I/E)' section. Both sections have a 'Maintenance' button and a 'Filter' icon. Navigation controls at the bottom of each section show '1 of 1' records and '10 Per Page'.

Click the Start Over icon  at the top of the screen to return to clear the screen and enter another course.

or

Click on the blue Exit icon  to return to the Welcome screen. Type or double-click [SCAPREQ](#) for the next form.

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(SCAPREQ) CATALOG PREREQUISITE AND TEST SCORE RESTRICTIONS

Click Next Block to reach the first tab, Course Prerequisite Information. From term, To term, Course Short Title, and Prerequisite Check Method are displayed here.

The screenshot shows the 'Catalog Prerequisite and Test Score Restrictions SCAPREQ 9.3.5 (TEST)' interface. At the top, there are tabs for 'Course Prerequisite Information' and 'Course Prerequisite Restrictions'. The 'Course Prerequisite Restrictions' tab is selected and circled in red. A red arrow points from a text box that says 'Click tab to view prerequisites, parallels, and test scores.' to the selected tab. Below the tabs, the 'COURSE INFORMATION' section is visible, showing fields for 'From Term' (201610), 'To Term' (999999), 'Course Title' (Num Oper Alg Reas Elen), and 'Prerequisite Check Method' (Basic or None, CAPP, DegreeWorks). A 'View DegreeWorks Prerequisite' button is also present.

Click Next Block or the [Course Prerequisite Restrictions](#) tab.

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(SCAPREQ) Course Prerequisite Restrictions

These restrictions include **test score prerequisites, course prerequisites, and parallel courses.**

- Multiple prerequisite/parallel courses are connected by selecting “And” or “Or” on the left hand side of the screen.
 - To ensure that prerequisites and parallel courses are entered correctly on the Banner system, it is important to indicate “and”/“or” between each course when entering prerequisites and parallels on course forms.
- It is the responsibility of the department to contact Academic Systems [by e-mail](#) with updates to test score requirements. The e-mail must include chairperson/dean approval.
- The “Grade” field indicates the minimum grade that needs to be earned in the prerequisite course(s) in order to register for the primary course.
 - This grade will automatically be set to *D-* unless the course description and/or the department language *in the catalog* specifically states otherwise.
 - Parallel courses and “credit/no credit” courses will have *D-* grades because the system requires that a grade be put into the field. These grades will not impact students registering for the primary course.
- **Parallel courses** are indicated when the Concurrency field is set to “Yes.” (See [example](#) below.)
- “*Recommended*” prerequisites are **NOT** entered on the system. You may want to review courses with this statement to evaluate if this statement is still relevant.
- The “Course Area Prerequisite Restrictions” section is not used.

(Previously listed on ECA’s C101 screen.)

Example: Prerequisites

Subject: NUR NUR - Nursing Course: 230 Term: 201810 Course Title: Hlth Apprais Across Lifespn Start Over

Course Prerequisite Information **Course Prerequisite Restrictions**

▼ COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201310 Maintenance To Term: 999999

And/Or *	(Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency)
			...	ANAT	201	UG	C (None)		
And				BIO	113	UG	C (None)		
And				CHEM	101	UG	C (None)		
And				PSYS	100	UG	C (None)		
And				PHYS	215	UG	C (None)		
And				SOC	100	UG	C (None)		
And						UG	C (None)		

Record 1 of 7

▼ COURSE AREA PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

Area	Description

Record 1 of 1

Use arrows to view any additional pages of prerequisites.

Example: Parallel

Subject: AHSC AHSC - Allied Health Science Course: 325 Term: 201810 Course Title: General Respiratory Care Start Over

Course Prerequisite Information Course Prerequisite Restrictions

▼ COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201210 Maintenance To Term: 999999

And/Or *	(Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency)
				PHYC	110	UG	D-	(None)	
And				AHSC	326	UG	D	Yes	

Record 1 of 2

▼ COURSE AREA PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

Area	Description

Record 1 of 1

Example: Test Scores

Subject: MATH MATH - Mathematics Course: 201 Term: 201810 Course Title: Num Oper Alg Reas Elem Teach Start Over

Course Prerequisite Information Course Prerequisite Restrictions

▼ COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

And/Or *	(Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency)
				MATH	108	UG	CR	(None)	
Or		S02H	520					(None)	
Or		S12H	550					(None)	
Or		A02H	22					(None)	
Or		CMP2	60					(None)	
Or		CMP3	40					(None)	
Or		APPL	046					(None)	

Record 1 of 7

▼ COURSE AREA PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

Area	Description

Record 1 of 1

Click the [Start Over icon](#)



at the top of the screen to return to clear the screen and enter another

course.

or



Click on the blue [Exit icon](#)

to return to the Welcome screen. Type or double-click [SCASYLB](#) for the next form.

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(SCASYLB) COURSE SYLLABUS

Click Next Block to display the **Long Course Title**.

The Long Course Title is the only area maintained on this screen. Learning Objectives is not used.

The screenshot displays a web interface for managing course syllabi. At the top, it shows the following information: Subject: ENG, ENG - English, Course: 285, Term: 201810, Course Title: Intro to Creative Writing. A green 'Start Over' button is located in the top right corner. Below this, there are two main sections: 'LONG COURSE TITLE' and 'LEARNING OBJECTIVES'. The 'LONG COURSE TITLE' section includes a 'From Term' field with the value '200410', a 'Maintenance' button, and a 'To Term' field with the value '999999'. The 'Title' field contains 'Introduction to Creative Writing' and has a dropdown arrow. Below the title is an empty 'URL' field. The 'LEARNING OBJECTIVES' section also has a 'From Term' field with '201810', a 'Maintenance' button, and a 'To Term' field with '999999'. Below these fields is a large, empty text area labeled 'Learning Objectives'. Both sections have a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' icons.

Click the Startover icon  at the top of the screen to return to clear the screen and enter another course.

or

Click on the blue Exit icon  to return to the Welcome screen.

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CURRICULUM REVISION PROCESSES

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

[Access Academic Postings on the Web](#)

Deadlines

All Catalog Forms must be received by the Academic Systems three weeks before the final Undergraduate Education Committee meeting (for undergraduate programs) and three weeks before the final Graduate Education Committee (for graduate programs). [Contact the Curriculum Coordinator](#) for meeting dates and times. Forms received after this deadline date, may not have time to be processed by the governance committees, receive Provost and/or President approval, and certify on an Academic Posting.

Academic catalogs are published in the fall of the year as follows:

Undergraduate – yearly

Graduate – yearly

Please keep in mind that College Deans' deadlines, which normally range from April through early December depending upon the college, precede the January 31 final deadline. In all cases, the Dean's deadline(s) must be followed.

Because of the deadlines for compiling the following year's "Schedule of Classes," the earlier changes are made in courses (renumberings, title changes, credit changes), the greater the assurance that the student will be selecting the appropriate courses.

Curriculum Revision

The [Faculty and Professional Staff Handbook](#) outlines the required processes for the introduction of new curriculum, revisions to existing curriculum, and dropping of obsolete curriculum. These steps provide the academic community the opportunity to keep abreast of changes in the curricular offerings of the university as a whole. It also provides for the dissemination of pertinent information to the student body.

As stated in the Handbook, Academic Postings may occur only during the regular academic year (Fall and Spring Semesters).

The following manual sections attempt to give examples that promote accuracy and integrity in the entire posting process, and, ultimately, in the university catalogs. Maintaining some form of consistency across the various departments of the university is another undertaking; hence some guidelines regarding course descriptions are in order.

As always, please feel free to contact our office regarding any questions. It is recommended that contact with our office be made before beginning any curriculum revisions.

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Office of Academic Systems

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CHEAT SHEET FOR COMPLETING COURSE FORMS

Banner Catalog Screens

Here are all the catalog screens on Internet Native Banner (INB) that you may find information for filling out catalog forms. Contact [Steve Reed](#) if you need query access for INB. You may also view catalog information on Self Service Banner (SSB). Follow the instructions for viewing catalog information on SSB [here](#).

You must have Adobe Acrobat (version 8.0 or later) to be able to type, save, and edit the catalog forms. With Adobe Reader, the catalog forms can be typed and printed, but cannot be saved with changes. The catalog forms are available on the [Academic Systems website](#).

All catalog screens in Internet Native Banner (INB) will begin with SCA....

Detailed scheduling instructions are available on the [schedule cheat sheets](#) page on the Academic Systems website.

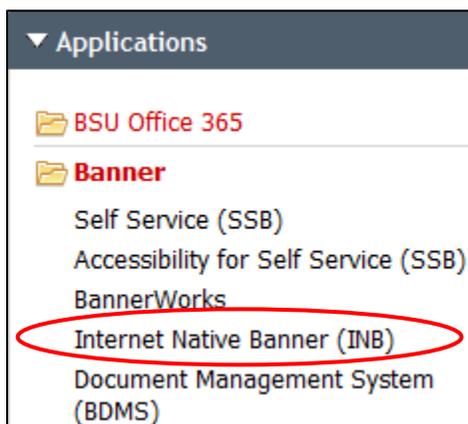
USING THE CATALOG SCREENS

Log-in to INB Banner

Faculty and staff can log into Banner through <http://my.bsu.edu> using their Ball State username and password.

In the “Application” section on the left hand side of the screen:

- Click on the folder for “Banner”
- Click on the link for **Internet Native Banner (INB)**



Type in the screens listed below in bold by the “GO TO” box at the top of the screen.

Under Subject type: prefix

Then tab and type: course number

Term: 999999

Hit “Next Block” (9th icon at top)

You can look at any choices on each screen by selecting the down arrow for a menu.

TERMS:

Fall 2015: **201810**

Spring 2016: **201820**

Summer 2016: **201830**

SCACRSE

(We do not use these areas “Partition Preferences” and “Room Attribute Preferences.”)

List of information found on this screen:

Short title (Note: Limited to 30 characters. Cannot contain ampersands [&], slashes [/], backslashes [\], apostrophes ['].)

College

Department

Status – **A** = Active; **D** = Dropped; **N** = New; **R** = Revised; **Z** = Dropped/Replaced

HOURS

Credit

Contact – the system will auto default contact hours to match your credits

Maximum Hours – this will show the total credits that can be earned for the course (including the total credits on any “A total of.....” statement)

To go to the next screen(s) **hit**: Next block for **Grade Mode** and **Schedule Type** (when necessary, you can list more than one Schedule Type)

Grade Mode specifies the type of grading scheme to be used for the course. Only one Mode is identified as the default mode:

A = Audit

B = Credit/No Credit only

(last sentence in course description must say: Offered credit/no credit only)

N = Non-graded course

S = Standard letter grade only

T = Transfer course (only used for 990/999 transfer courses)

Schedule Type is the type of meeting or meetings that occur when the course is taught.

A = Lecture

C = Clinical

D = Discussion/Recitation

E = Examination

F = Field Study

I = Non-Credit Workshop

IM* = Immersive Learning

IN = Internship

K = 1 Week or Less

L = Laboratory

LL = Lecture/Lab

O = One-on-One/Research

R = Independent Study

S = Seminar

T = Online Fixed Times (Synchronous)

U = Studio

W = Online (Asynchronous)

X = Experiential

*(Note: must e-mail [Jennifer Blackmer](#) for permission to use IM schedule type. CC: [Kirsten Stock](#).)

OC and OF Campus Codes

Off Campus (OC) – RESERVED FOR ONLINE AND DISTANCE EDUCATION - Courses physically offered in a domestic location other than main campus, i.e. Indianapolis, Fishers, Ft. Wayne.

Off Field (OF) – Courses physically offered in a domestic location other than main campus. Reserved for use by Orientation sessions, Clinical (schedule type ‘C’), Field Studies (schedule type ‘F’), Immersive Learning (schedule type ‘IM’), Internships (schedule type ‘IN’), Independent Study (schedule type ‘R’), Seminar (schedule type ‘S’) and Experiential (schedule type of ‘X’).

When using the OF campus code, the section can only have one of the following schedule types:

• C – Clinical

• F – Field Study

• IM – Immersive Learning

(Note: must e-mail [Jennifer Blackmer](#) for permission. CC: [Kirsten Stock](#).)

• IN – Internship

• R – Independent Study

• S – Seminar

• X – Experiential

SCADETL

(We do not use these areas “Transfer Institutions”, “Course Text” and “Integration Partners.”)

You will select the tab for any area you want to search for information. Example: Course Description tab will give you all the information for any course except the long title and credits.

List of Tabs:

Co-requisites and Equivalents

- **Note**: effective Fall 2015, co-requisites (labs) will no longer be listed on this screen. All departments should be using multiple meeting patterns to combine lectures and labs on their sections.

Fee Codes

Degree Attributes (example: variable title, UCC, WPP)

Supplemental Data (Posting # and Date)

Course Description

- Note: There is no character limit for the course description.

SCARRES

(We do not use these areas “Campus” and “Cohort.”)

You will select the tab for any area you want to search for information. This is the Course Registration Restrictions at the catalog level.

List of Tabs:

Department and Field of Study

Class and Level

Degree and Program

- Enter prefix, course number, and the effective term date of 999999
- Click Next Block twice

To search for Field of Study codes:

- Found under “Department and Field of Study” tab
- Under Field of Study Restrictions
- Check box by “All Field of Study Types”
- Click the arrow below “Code.”
 - You can scroll or search the menu using the “Find” field at the top of the menu. Use the percent sign before and/or after your search words to help you search. After you type in your search criteria, hit Enter.
 - Example: searching for “%English%” will show results for any major that contains the word “English”

SCAPREQ

(We do not use these areas “Course Prerequisite Information” – first tab.)

These are any prerequisites and parallels at the catalog level. You will select the tab for any area you want to search for information. Click the course prerequisite restrictions tab.

Parallels with say “Yes” to concurrency under the “Concurrency” column.

SCASYLB

(We do not use these areas “Learning Objectives.”)

This is where you will find the long course title. Hit “Next Block” (9th icon at top).

Deadlines

All Catalog Forms must be received by the Academic Systems three weeks before the final Undergraduate Education Committee meeting (for undergraduate programs) and three weeks before the final Graduate Education Committee (for graduate programs). [Contact the Curriculum Coordinator](#) for meeting dates and times. These deadlines ensure that program and course revisions are published in the final Academic Posting, which is available ten days before the final day of classes.

Please keep in mind that College Deans' deadlines, which normally range from April through early December depending upon the college, precede the final deadlines. In all cases, the Dean's deadline(s) must be followed.

Because of the deadlines for compiling the following year's "Schedule of Classes," the earlier changes are made in courses (renumberings, title changes, credit changes), the greater the assurance that the student will be selecting the appropriate courses.

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INSTRUCTIONS – NEW COURSE FORM

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

NOTE: Use one form for each course.

All appropriate signatures and approval dates must be included through the college dean. After obtaining the dean's signature, the dean's office will then forward the form to the Curriculum Coordinator in Academic Systems.

See [Course Approval Flow Chart](#).

Prefix (Subject)

- Use capital letters.
- New prefixes should be a maximum of four characters long.

Number

- Requires three digits.

Short title

- Limited to 30 characters (including spaces).
- Short titles cannot contain an ampersand (&), slash (/), backslash (\), or apostrophe (').
- Do not use articles, conjunctions or punctuation in the short title.
- Avoid use of the course prefix since this will always be associated with the short title.
 - Example: an internship course, MKG 369, should be titled "Internship," not "MKG Intern"
- Note: course short titles appear on student transcripts. Please be mindful of this when selecting titles.

Credits

- Variable credit courses should list "low figure **OR** high figure" or "low figure **TO** high figure."
 - The low figure represents the minimum number of credits for which a student may enroll in any one semester or term.
 - The high figure represents the maximum number of credits for which a student may enroll in any one semester or term.
- Where a course is to be taken only for one credit value **OR** another higher credit value, the entry would be "(low value **OR** high value)."
 - For example, if a course may be taken for either 3 or 6 credits (never less than 3, never 4 or 5, never more than 6), the entry would be 3 **OR** 6.
- Variable credit courses that may be taken for a range of credit, such as, from 1 to 9 credits (including 2, 3, 4, 5, 6, 7, 8, or 9 credits, but never exceeding 9) the entry would be "(1 **TO** 9)" credits.

Grade Mode

- Grade Mode specifies the type of grading scheme to be used for the course

A	=	Audit
B	=	Credit/No Credit only (last sentence in course description must say: Offered credit/no credit only)
N	=	Non-graded course
S	=	Standard letter grade <u>only</u>
T	=	Transfer course (only used for course numbers 990/999 transfer courses – Academic Systems use only)

Schedule Type

- Schedule Type is the type of meeting or meetings that occur when the course is taught.

A	=	Lecture	L	=	Laboratory
C	=	Clinical	LL	=	Lecture/Lab
D	=	Discussion/Recitation	O	=	One-on-One/Research
E	=	Examination	R	=	Independent Study
F	=	Field Study	S	=	Seminar
I	=	Non-Credit Workshop	T	=	Online Fixed Times (Synchronous)
IM*	=	Immersive Learning	U	=	Studio
IN	=	Internship	W	=	Online (Asynchronous)
K	=	1 Week or Less	X	=	Experiential

*(**Note:** must e-mail [Jennifer Blackmer](mailto:Jennifer.Blackmer) for permission to use IM schedule type. CC: [Kirsten Stock](mailto:Kirsten.Stock).)

- More than one Schedule type may be necessary on a course if it has different Schedule types at different offerings (on-campus, online).

Variable title

- If the course's section titles will vary from one section to another (special or independent studies, etc.) check "Y" (otherwise check "N").
- **Note:** A variable credit course (ex. 1-6) cannot be Variable Title without an "A total of...." statement.

Special fees

- If a special fee exists, above and beyond the normal billing for the credits (for example, additional fees required for laboratory use, special insurance, etc.), check "Y" here. Otherwise, check "N."
- **Note:** all course fees must be offered through the Bursar's office, not the department.

University Core Curriculum (UCC)

- If this course is approved by the University Core Curriculum Sub-committee as one that can be used on the University Core Curriculum, check "Y" (otherwise check "N"). Approved UCC courses require review by the Sub-committee when changes are submitted.

Long Title

- Enter above the line. Limited to 100 characters including spaces.

Course description

- Full description (no character limit) including course qualifiers such as prerequisites, variable credit statements ("A total of...." statement must be included), and "not open to" or "open only to" statements.
- Do not use the words "course" and "student" unless absolutely necessary.
 - **Example:** Instead of "A student in this course examines the process..." just put "Examines the process..."
- Begin entries with present-tense verbs such as "gives" "includes," "introduces," "emphasizes," "explores," and "focuses," etc., or nouns such as "topics," "materials," or "techniques," to introduce the course description.
- Avoid excessive use of articles such as "the" and "an."

Prerequisite

- List prefix and number of course(s) in ascending sequential order. List courses in alphabetical order.
- For Banner purposes, please include "and" or "or" between courses.
- If more than one prerequisite with the same prefix exists, enter the prefix once, then indicate "and" or "or" between course numbers.
- Commas separating prerequisites infer "and" relationships; use the word "or" to denote multiple possibilities among a prerequisite list.
- If prerequisites from multiple prefixes exist, separate the change in prefixes by semi-colons. A single semi-colon infers an "and" relationship; use the word "or" between prefixes to denote multiple possibilities.
- For a course requiring departmental approval for registration, use "permission of the department chairperson" or "permission of the instructor."

- **Note:** permission statements will only be listed within the course description on the catalog screens.
- It is not necessary to include a prerequisites' own prerequisites
 - Example: if MATH 161 is the prerequisite to MATH 162, any course whose prerequisite is MATH 162 should not also list MATH 161 as a prerequisite.

Co-requisite

- **Note: effective Fall 2015, separate co-requisites (labs) will no longer be used.** All departments should be using multiple meeting patterns to combine lectures and labs on their sections.
- **You do not need to fill in any information in this area.**

Parallel courses

- Courses that must be taken concurrent to (during the same term as) the primary course are called “parallel” courses.
- Enter these on the form in the same order (if more than one) as prerequisites.

Limitation – A total of...

- The Limitation entry here denotes the maximum number of credits a student may accumulate in the course during his/her Ball State career.
- **“A total of ____ credits may be earned.”**
 - Used for variable credit courses only, where the high figure in the credit range is the maximum number of credits a student could earn over his/her Ball State career.
 - **In the blank**, enter the high figure in the credit range.
 - Example: GERO 392 (1-6 credits) “A total of 6 credits may be earned.”
- **“A total of ____ credits may be earned, but no more than ____ in any one semester or term.”**
 - Use only when credit earned may exceed the credit(s) of the course.
 - **1st blank:** enter the maximum number of credits a student could earn over his/her Ball State career.
 - **2nd blank:** enter the maximum number of credits a student can earn in one semester.
 - Non-variable credits: enter the credit
 - Example: BIO 629 (1 credit) “A total of 2 credits may be earned, but no more than 1 in any one semester or term.”
 - Variable credits: enter the high figure in the credit range
 - Example: PEP 120 (1-3 credits) “A total of 6 credits may be earned, but no more than 3 in any one semester or term.”
- If using a statement such as **“May be repeated for different topics”** the course must also have the “a total of ...” statement to enable the Degree Works system to recognize it as a variable credit course.

“Not open to” statement

- Use for equivalent courses where a student with credit in one may not earn credit in the other.
 - Example: HIST 204 – “*Not open to* students who have credit in NREM 204.”
- Also may be used where groups of students are excluded, such as majors and minors in certain programs, or certain classes, such as freshmen or sophomores.
 - Example: FCFC 393 – “*Not open to* teaching majors in vocational family and consumer sciences.”

“Open only to” statements

- Use for courses limited to certain groups of students, such as majors and minors, juniors and seniors, etc.
 - Example: CS 499 – “*Open only to* juniors and seniors.”

List of Field of Study Restrictions Codes

- If applicable — use SCARRES screen to obtain program codes

Instructions for obtaining Field of Study Restrictions

SCARRES

- Enter prefix, course number, and the effective term date of 999999

- Click Next Block twice

To search for Field of Study codes:

- Found under “Department and Field of Study” tab
- Under Field of Study Restrictions
- Check box by “All Field of Study Types”
- Click the arrow below “Code.”
 - You can scroll or search the menu using the “Find” field at the top of the menu. Use the percent sign before and/or after your search words to help you search. After you type in your search criteria, hit Enter.
 - Example: searching for “%English%” will show results for any major that contains the word “English”

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New Course Form

Post #: _____ Cert. Date: _____
(For Academic Systems use only)

BALL STATE UNIVERSITY New Course Form

Department Committee _____ Date _____
Department Chairperson _____ Date _____
College Committee _____ Date _____
College Dean _____ Date _____
Provost _____ Date _____

CHEM 207 Architectural Chemistry 3
(Prefix) (Number) (Short Title, 30 characters & spaces) (Credits)

Grade Mode S Schedule Type A, W (can list more than one Schedule Type)

Variable Title Y ___ N Special Fees Y ___ N

Is this an approved University Core Curriculum Course? Y ___ N

Type Long Title on line below, (limited to 100 characters including spaces).

Architectural Chemistry

Type Course Description

Study of architectural aspects of structures through their chemical composition.

Prerequisite (for Banner purposes, include "and" or "or" between courses):

CHEM 111 and 112 and 200

Parallel:

A total of _____ credits may be earned. (for variable credit courses only)

A total of _____ credits may be earned, but no more than _____ in any one semester or term.

Not open to students who have credit in CHEM 108

Open only to chemistry majors.

List Field of Study restriction codes (if applicable — use **SCARRES** screen) CHEB, CHEG, CHEP

Rationale

What is the intended use of this course, i.e., an elective, University Core Curriculum, or program requirement?

Elective

Do you have a faculty member to teach the course? Y N ___ If no, describe the plan for providing appropriate instruction.

If this course is similar to other courses, list the similarities and indicate how the new course will be different.

Similar to CHEM 108, hence not open to students with credit in 108.

Summarize the proposed course. Explain the impact the new course will have to your program(s).

Will be used as an elective. Will not increase credits of any chemistry programs.

When do you expect to offer this course for the first time? Fall 2017

Rev. 1/2016 (Pink)

POSTING POLICIES FOR REVISED COURSE FORMS

This section covers course revision policies. See the [Revised Course Form Instructions](#) on how to complete the revised course form.

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

NOTE: Use one form for each course.

All appropriate signatures and approval dates must be included through the college dean. Then forward the form to the Curriculum Coordinator in Academic Systems.

See [Course Approval Flow Chart](#).

Proposals for changes in existing courses are filed when an academic unit makes revisions to any of the following components of a course:

- Prefix
- Number
- Title(s) (Short and Long)
- Credits (increase or decrease)
- Grade Mode
 - When using “B” the following statement must be added at the end of the course description
“Offered credit/no credit only.”
- Description
- Prerequisite
 - Specify “and” or “or” between prerequisite courses
- Parallel
- “A total of”
- “Not open to” statement
- “Open only to” statement
- Dropping the course completely
- If applicable list the [Field of Study restriction code\(s\)](#)

Any one of a combination of the above elements may be present in a course revision, but special consideration should be given to number changes.

Number change

- In the published catalog, in the course listings, old numbers will appear in parentheses immediately following the new number. If the prefix has also been changed, the old prefix will appear in the parentheses with the old number. This is effective for one catalog cycle and then the old number/prefix will be removed.
- **Restriction on number changes: after a course is dropped the same number cannot be used again for a different or new course.**

Prefix (subject) change

- The exception to the 2-year restriction occurs when the department prefix (subject) also changes.
 - To illustrate, consider the change to a course in the Department of Educational Studies during which EDHI 640 was changed to EDCC 640:

From: EDHI 640 The Community College

To: EDCC 640 Community College

- Although the number 640 had previously been used with the old EDHI prefix, it was eligible for reuse because the prefix EDHI was changed to EDCC, creating an entirely new catalog entry.
- **No program form is necessary if only course prefixes and numbers are changing.** Program revisions will be required only if there is also a credit change and/or a prerequisite change that affects the total of the program.

Short titles

- When changing long titles of courses, the short titles normally should also change.
- Short titles are limited to 30 characters, including spaces.
- Short titles cannot contain an ampersand (&), slash (/), backslash (\), or apostrophe (').
- The Academic Systems Curriculum Coordinator will make revised short title changes to programs. No program form is required when only the short title is changing.

Credits

One of the most complex changes in the revision of a course involves changing credits and requires special attention directed to the following circumstances:

- (1) **When increasing credits, attach an explanation of the impact the course change has to your program.**
- (2) **The impact of credit changes on existing programs.**

Increasing or decreasing the credits of a course affects every program that requires the course or uses it as a possible directed elective.

- Revisions to all affected programs are necessary at the same time the course revisions are processed.
- Since many courses are used in programs outside the department of origin, each department submitting credit changes will need to review programs in other departments (using the Web catalog) to verify if the course credit change affects other programs.
- It is the responsibility of the department initiating the change to contact all other departments whose programs involve the changed course.

- (3) **The impact of credit changes on students.**

Once a course is available for student registration (published in the "Schedule of Classes"), an increase in credits could cause fee increases or overload charges.

Similarly, a decrease could cause financial aid/athletic eligibility problems when the credit change drops a student's scheduled credits below a required minimum.

- Before a change in credits can be implemented, it must be certified on an Academic Posting by the Curriculum Coordinator in Academic Systems.
- Once a posted change in credits has been certified, all existing sections in the effective year of the change will need to be updated.
- Hence, it is of utmost importance that all changes in credits for courses be approved through all channels, posted and certified before registration for fall classes in spring semester.

Dropped courses

- When dropping a course, list the prefix, number, short title and credit(s) of the course.
- Please include the course description.
- Attach rationale for drop
- Programs must be revised when a dropped course was a required or directed elective course in the program.

Prerequisites

- The *Faculty and Professional Staff Handbook* states that all "college level prerequisites must be included in a major or minor program of study."
- Hidden prerequisites are not permitted.
- Adding prerequisites to existing courses may require program revisions.

NOTE:

Variable credit and other course limitation statements (including prerequisites, “Not open to” statements, etc.) should always be included in any course revision even if they are not being changed. **If these are left blank, Academic Systems office will remove them from the next publication.**

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INSTRUCTIONS – REVISED COURSE FORM

See [Posting Policies for Revised Course Forms](#) for further detail on course revision policies.

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

NOTE: Use one form for each course.

All appropriate signatures and approval dates through the college dean. After obtaining the dean's signature, the dean's office will then forward the form to the Curriculum Coordinator in Academic Systems.

See [Course Approval Flow Chart](#).

Dropping a course

- Check the "Drop Only" box near the top of the form.
- Include prefix, number, title and credit(s).
- Please include the course description.
- Attach a rationale for dropping the course.
- Programs must be revised when a dropped course was a required or directed elective course in the program.

OLD Prefix (Subject), Number, Short Title, Credit(s)

- Enter the appropriate information from the most recent Web catalog or posting.
- Required for all revisions or drops.

NEW Prefix (Subject)

- Use capital letters.
- If changing to a new prefix, use a maximum of four characters.

NEW Number

- Requires three digits.

NEW Short Title

- Limited to 30 characters (including spaces).
- Do not use articles, conjunctions or punctuation in the short title.
- Short titles cannot contain an ampersand (&), slash (/), backslash (\), or apostrophe (').
- Avoid use of the course prefix since this will always be associated with the short title.
 - Example: an internship course, MKG 369, should be titled "Internship," not "MKG Intern"

NEW Credits

- Variable credit courses should list "low figure **OR** high figure" or "low figure **TO** high figure."
- The low figure represents the minimum number of credits for which a student may enroll in any one semester or term.
- The high figure represents the maximum number of credits for which a student may enroll in any one semester or term.
- Where a course is to be taken only for one credit value **OR** another higher credit value, the entry would be "(low value **OR** high value)."
 - For example, if a course may be taken for either 3 or 6 credits (never less than 3, never 4 or 5, never more than 6), the entry would be 3 **OR** 6.
- Variable credit courses that may be taken for a range of credit, such as, from 1 to 9 credits (including 2, 3, 4, 5, 6, 7, 8, or 9 credits, but never exceeding 9) the entry would be "(1 **TO** 9)" credits.
- When increasing credits, attach an explanation of the impact the course change has to your programs.

Grade Mode

- Grade Mode specifies the type of grading scheme to be used for the course
 - A** = Audit
 - B** = Credit/No Credit only (last sentence in course description must say: Offered credit/no credit only)
 - N** = Non-graded course
 - S** = Standard letter grade only
 - T** = Transfer course

Schedule Type

- Schedule Type is the type of meeting or meetings that occur when the course is taught.

A	=	Lecture	L	=	Laboratory
C	=	Clinical	LL	=	Lecture/Lab
D	=	Discussion/Recitation	O	=	One-on-One/Research
E	=	Examination	R	=	Independent Study
F	=	Field Study	S	=	Seminar
I	=	Non-Credit Workshop	T	=	Online Fixed Times (Synchronous)
IM*	=	Immersive Learning	U	=	Studio
IN	=	Internship	W	=	Online (Asynchronous)
K	=	1 Week or Less	X	=	Experiential

*(Note: must e-mail [Jennifer Blackmer](#) for permission to use IM schedule type. CC: [Kirsten Dollar](#).)
- More than one Schedule type may be necessary on a course if it has different Schedule types at different offerings (on-campus, online).

Variable title

- If the course's section titles will vary from one section to another (special or independent studies, etc.) check "Y" (otherwise check "N").
- **Note:** A variable credit course (ex. 1-6) cannot be variable title without an "A total of..." statement.

Special fees

- If a special fee exists, above and beyond the normal billing for the credits (for example, additional fees required for laboratory use, special insurance, etc.), check "Y" here. Otherwise, check "N."

University Core Curriculum (UCC)

- If this course is approved by the University Core Curriculum Sub-committee as one that can be used on the University Core Curriculum, check "Y" (otherwise check "N"). Approved UCC courses require review by the Sub-committee.

OLD Long Title

- Enter exact long title from the Course Syllabus screen (SCASYLB) or from the current Web catalog.

OLD Entire Course Description

- Enter exact wording from the Course Detail screen (SCADETL) or cut and paste from the current Web catalog.

NEW Long Title

- Be concise. Limited to 100 characters, including spaces.

NEW Course Description

- Full description (no character limit) including course qualifiers such as prerequisites, variable credit statements ("A total of..." statement must be included), and "not open to" or "open only to" statements.
- Do not use the words "course" and "student" unless absolutely necessary
 - Example: Instead of "A student in this course examines the process..." just put "Examines the process..."

- Begin entries with present-tense verbs such as “gives” “includes,” and “introduces”; or nouns such as “topics,” “materials,” “techniques”; or “emphasizes,” “explores,” and “focuses,” etc., to introduce the course description.
- Avoid excessive use of articles such as “the” and “an.”

Prerequisite

- List prefix and number of course(s) in ascending sequential order. List courses in alphabetical order.
- For Banner purposes, please include “and” or “or” between courses.
- If more than one prerequisite with the same prefix exists, enter the prefix once, then indicate “and” or “or” between course numbers.
- Commas separating prerequisites infer “and” relationships; use the word “or” to denote multiple possibilities among a prerequisite list.
- If prerequisites from multiple prefixes exist, separate the change in prefixes by semi-colons. A single semi-colon infers an “and” relationship; use the word “or” between prefixes to denote multiple possibilities.
- For a course requiring departmental approval for registration, use “permission of the department chairperson” or “permission of the instructor.” Note: permission statements will only be listed within the course description on the catalog screens.
- It is not necessary to include a prerequisites’ own prerequisites
 - Example: if MATH 161 is the prerequisite to MATH 162, any course whose prerequisite is MATH 162 should not also list MATH 161 as a prerequisite.

Co-requisite

- **Note: effective Fall 2015, separate co-requisites (labs) will no longer be used.** All departments should be using multiple meeting patterns to combine lectures and labs on their sections.
- **You do not need to fill in any information in this area.**

Parallel courses

- Courses that must be taken concurrent to (during the same term as) the primary course are called “parallel” courses.
- Enter these on the form in the same order (if more than one) as prerequisites.

Limitation – A total of...

- The Limitation entry here denotes the maximum number of credits a student may accumulate in the course during his/her Ball State career.
- **“A total of ____ credits may be earned.”**
 - Used for variable credit courses only, where the high figure in the credit range is the maximum number of credits a student could earn over his/her Ball State career.
 - **In the blank**, enter the high figure in the credit range.
 - Example: GERO 392 (1-6 credits) “A total of **6** credits may be earned.”
- **“A total of ____ credits may be earned, but no more than ____ in any one semester or term.”**
 - Use only when credit earned may exceed the credit(s) of the course.
 - **1st blank:** enter the maximum number of credits a student could earn over his/her Ball State career.
 - **2nd blank:** enter the maximum number of credits a student can earn in one semester.
 - **Non-variable credits:** enter the credit
 - Example: BIO 629 (1 credit) “A total of 2 credits may be earned, but no more than **1** in any one semester or term.”
 - **Variable credits:** enter the high figure in the credit range
 - Example: PEP 120 (1-3 credits) “A total of 6 credits may be earned, but no more than **3** in any one semester or term.”
- If using a statement such as **“May be repeated for different topics”** the course must also have the “a total of ...” statement to enable the Degree Works system to recognize it as a variable credit course.

“Not open to” statement

- Use for equivalent courses where a student with credit in one may not earn credit in the other.
 - Example: HIST 204 – “*Not open to* students who have credit in NREM 204.”

- Also may be used where groups of students are excluded, such as majors and minors in certain programs, or certain classes, such as freshmen or sophomores
 - Example: FCFC 393 – “*Not open to* teaching majors in vocational family and consumer sciences.”

“Open only to” statements

- Use for courses limited to certain groups of students, such as majors and minors, juniors and seniors, etc.
 - Example: CS 499 – “*Open only to* juniors and seniors.”

List of Field of Study Restrictions Codes

- If applicable — use **SCARRES** screen to obtain program codes

Instructions for obtaining Field of Study Restrictions

SCARRES

- Enter prefix, course number, and the effective term date of 999999
- Click Next Block twice

To search for Field of Study codes:

- Found under “Department and Field of Study” tab
- Under Field of Study Restrictions
- Check box by “All Field of Study Types”
- Click the arrow below “Code.”
 - You can scroll or search the menu using the “Find” field at the top of the menu. Use the percent sign before and/or after your search words to help you search. After you type in your search criteria, hit Enter.
 - Example: searching for “%English%” will show results for any major that contains the word “English”

[\(Back to Posting Policies for Revised Course Forms\)](#)

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Revised Course Form

Post #: _____ Cert. Date: _____
(For Academic Systems use only)

BALL STATE UNIVERSITY Revised Course Form

Department Committee _____ Date _____
 Department Chairperson _____ Date _____
 College Committee _____ Date _____
 College Dean _____ Date _____
 Provost _____ Date _____

Drop Only (Attach rationale for drop)

(Use SCACRSE screen)

Old	ENG	107	Freshman Grammar	3
	(Prefix)	(Number)	(Short Title, 30 characters & spaces)	(Credits)

New	ENG	108	Freshman Grammar	2
	(Prefix)	(Number)	(Short Title, 30 characters & spaces)	(Credits)

(When increasing credits, attach an explanation of the impact the course change has to your programs)

Grade Mode S **Schedule Type** A (can list more than one Schedule Type)

(Use SCADETL screen)

Variable Title Y _____ N **Special Fees** Y _____ N

Is this an approved University Core Curriculum Course? Y _____ N

Type Old Long Title on line below, Old Long Title listed on Banner System—screen SCASYLB (prefix, number, 999999).

Freshman Grammar

Type Old Course Description (including prerequisite, parallel, variable credits, not open to, and open only to) as printed on Banner System—screen SCADETL (prefix, number, 999999—select Course Description tab).

Further study of English grammar. Prerequisite: ENG 104 or 114.

Type New Long Title on line below, (limited to 100 characters including spaces).

Freshman Grammar

Type New Course Description

Additional study of common grammatical errors. Requires periodic short essays. May be repeated once.

Prerequisite (for Banner purposes, include “and” or “or” between courses):

ENG 104 or 114

Parallel:

A total of _____ credits may be earned. (for variable credit courses only)

A total of 4 credits may be earned, but no more than 2 in any one semester or term.

Not open to students who have credit in _____

Open only to English majors and English/Language Arts teaching majors.

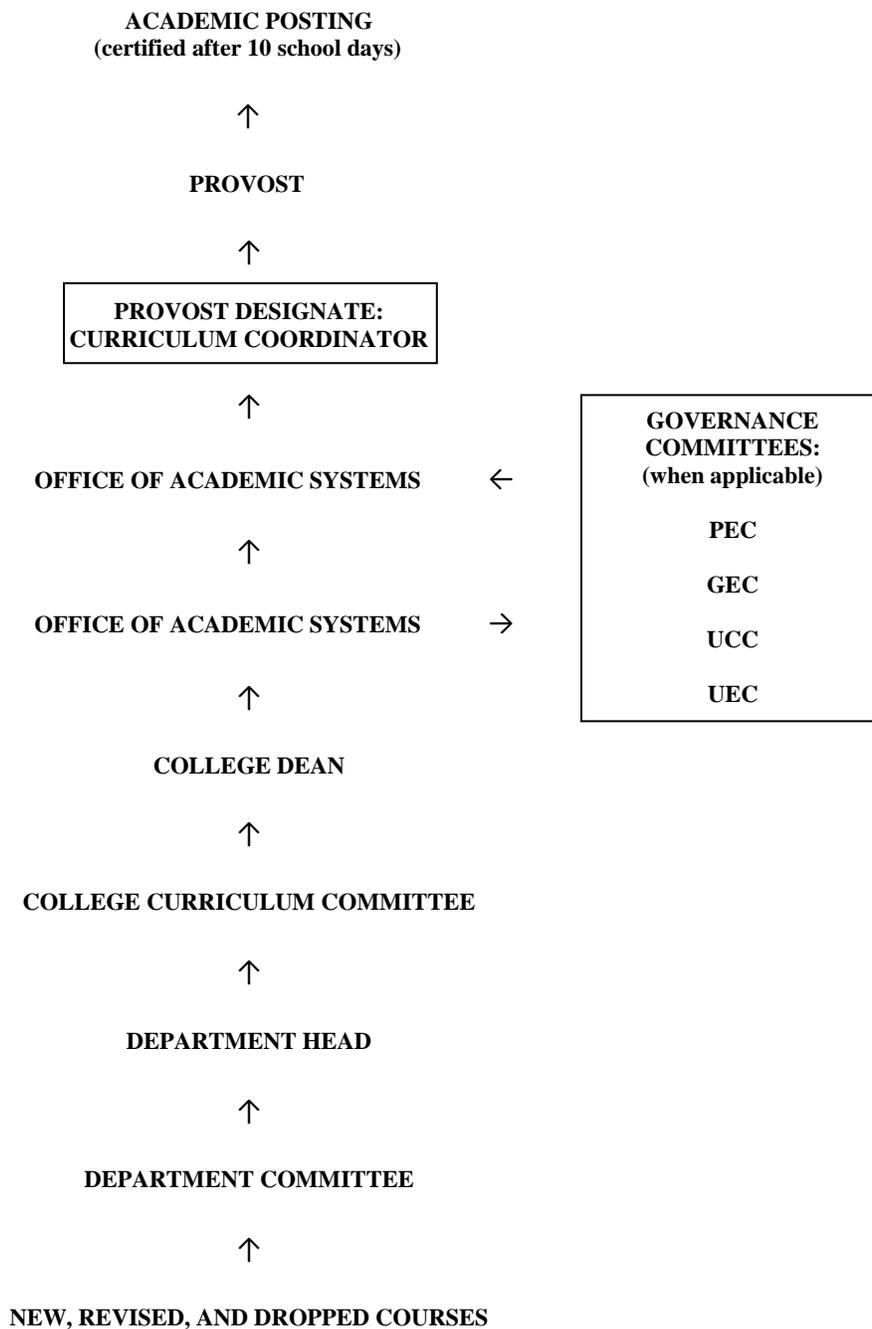
List Field of Study restriction codes (if applicable — use SCARRES screen) _____

ENGL, CWRG, ESTU, LITR, RHEC, ENGT, ENCO, ENEN

Rev. 1/2016 (Green)

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COURSE APPROVAL FLOW CHART



[\(Back to New Course Form\)](#)

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[\(Back to Revised Course Form Instructions\)](#)

[\(Back to Posting Dropped, New, Revised Courses and Programs\)](#)

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INSTRUCTIONS FOR PROGRAMS – NEW AND REVISED

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

NOTE: Use one form for each program.

If a program contains new courses or revised course changes (credits, short titles, etc.), the new and/or revised course forms for those courses must be submitted at the same time as the program form.

All appropriate signatures and approval dates through the college dean. After obtaining the dean's signature, the dean's office will then forward the form to the Curriculum Coordinator in Academic Systems.

See [Program Approval Flow Chart](#).

ACADEMIC POSTINGS MAY OCCUR ONLY DURING THE ACADEMIC YEAR

Following established procedures, new programs must be approved by the college dean before being forwarded to the Curriculum Coordinator in Academic Systems, where they are prepared for appropriate committee(s) review. ([See flow chart.](#))

New departmental (non-teaching) programs

- Curriculum Coordinator verifies the accuracy of the program listings (credits, prerequisite inclusion, etc.) and then forwards the program and accompanying check sheet for review by the Undergraduate Education Committee (UEC) or Graduate Education Committee (GEC).
- After approval by the appropriate governance committee the programs are returned to the Curriculum Coordinator for Provost and President approvals and placed on an Academic Posting.
- All members of the agenda committee of University Senate, all academic unit heads, deans, chairpersons, and secretaries of educational policy committees will be notified by e-mail when an Academic Posting is available.
- Contact the Curriculum Coordinator if there are individuals in your department that need to be notified by e-mail when an Academic Posting is available.
- If at the end of the posting period (ten school days) no demurrer has been filed, the program may require submittal to the Indiana Commission for Higher Education (ICHE) as determined by the Office of the Provost and Vice President for Academic Affairs. (New minors, licenses, and cognates normally do not require ICHE approval.)
- **Programs not requiring ICHE approval or those that have been approved by ICHE are certified for implementation according to effective dates established by the Provost and Vice President for Academic Affairs.**

Revised departmental programs

- The same procedures are followed for program revisions, but ICHE approval is not always required.
 - Examples of when ICHE approval required: concentration changing to a stand-alone major; BA major changing to a BFA major.

New teaching programs

- The same procedures for non-teaching programs are followed through forwarding to the Curriculum Coordinator.
- The program form and accompanying check sheet are forwarded to the Professional Education Committee (PEC) for review and approval.
- The Curriculum Coordinator in Academic Systems arranges for review with the Undergraduate or Graduate Education Committee.
- After governance committee, Provost, and President approvals and successful certification on an Academic Posting, the Office of the Dean, Teachers College, prepares and submits the program to the appropriate

board for approval if necessary, and the Office of the Provost and Vice President for Academic Affairs determines whether ICHE submission is required.

- **Following approval by the necessary commissions the new program is authorized for implementation according to effective dates established by the Provost and Vice President for Academic Affairs.**

Revised Teaching Programs

- The same procedures are followed but referral to ICHE is not always required.

Title

- The title of the program should be exactly as a student transcript would show the program.
- Include the total credits for the program (not the degree, but the major, minor, etc.).

Undergraduate Majors only

- Enter total credits to graduate with calculation breakdown.
 - Enter total major credits.
 - Then UCC credits (Should be 36 credits).
 - Subtract any duplicate UCC credits (duplicated from the major) are entered here.
 - Foundation, Tier 1, and Tier 2 courses only. Count only one course from each sub-category.
 - Plus any other required credits (minus any duplication).
 - Example: Professional Education Sequence
 - The total credits to graduate are the sum (remainder).
 - See [Revised Program Form](#) below for example.

REVISED Program Title: <u>Teaching Major in Theatre (BA/BS)</u>	
(All programs must have a completed Program Check Sheet)	
Total credits required under revised program	<u>85-86</u>
Undergraduate Majors only—total credits to graduate <u>120</u> Calculate breakdown below.	
Major <u>85-86</u> + UCC <u>36</u> - duplicate UCC credits <u>6</u> + other required credits <u>4-5</u> = <u>120</u>	
<small>(Foundation, Tier 1, and Tier 2 only)</small>	

New Program Forms

- On the [program form](#), include the proposed program on a separate page. ([Example](#))

Revised Program Forms

- For the [Old Program](#) section, include the current version of the program on a separate page titled “Attachment A – **Old Program.**” ([Example](#))
 - You can contact the Curriculum Coordinator to obtain a Word file of the current program or copy and paste from the current Web catalog.
- For the [Revised Program](#) section, include the proposed version of the program on a separate page titled “Attachment B – **Revised Program.**” ([Example](#))
 - You can contact the Curriculum Coordinator to obtain a Word file of the current program, which you can use to edit and create the revised program.

Dropped Program Forms

- Check “DROP ONLY” on the cover page
- Include latest copy of the program from the Web catalog
- Include only the first page of the check sheet

Formatting for Program Forms

- The catalog format requires the listing of programs in a columnar outline. (See example below)
- All required courses are to be listed first in alphabetical order by prefix.
- First Column: *PREFIX* - When listing multiple courses under the same prefix, the prefix is only indicated on the first course.
- Second Column: *NO* - Course numbers are listed in numeric order.

- Third Column: *SHORT TITLE* - Short course titles must be the title currently certified or proposed.
- Fourth Column: *CREDITS* - Credits must reflect the currently certified or proposed credits for the course.
 - See directions below for [non-variable credit courses](#), [variable credit courses](#), and [directed elective courses](#).
- Program check sheets **must** accompany all new and revised programs. Any courses listed within the program must also be listed on the check sheet ([#8 for required courses](#) and [#9 for directed electives](#)), and vice versa. [See instructions for the program check sheet below](#).
 - The *Faculty and Professional Staff Handbook* states that all “college level prerequisites must be included in a major or minor program of study.”
 - Hidden prerequisites are not permitted.
 - Adding prerequisites to existing courses may require program revisions.

For multiple courses under one prefix, only list the prefix on first course.

MINOR IN PUBLIC HEALTH, 24-28 credits			
<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
HSC	180	Principles of Community Health	3
	387	Quant Mthds and Epid Hlth Pro	3
	389	Insects and Your Health	3
	479	Internship	6
	482	Environmental Health	3
POLS	350	Public Administration	3
Non-majors in health science complete 3 credits, majors in health science complete 7 credits from the following:			
ANTH	311	Ethnicity and Race (3)	
BIO	113	Microbiology for Health Sci (5)	
ECON	348	Health and Economics (3)	
FCFN	147	Foodservice Sanitation (1)	
NREM	101	Environment and Society (3)	
NUR	103	Health Behav: Cult Variations (3)	
PLAN	100	Intro Urb Planning and Dev (2)	
SOC	224	Family and Society (3)	
	341	Sociology of Hlth and Illness (3)	
Any modern language (3-6)			3-7
			24-28 crs
Students must earn a minimum grade-point average of 2.5 in the minor courses in order to enroll in HSC 479.			

Non-Variable credit courses

- Where a set number of credits are required for a course (Example: 3 credits), the credits will go in the fourth column under *CREDITS*.

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
HSC	180	Principles of Community Health	3
	387	Quant Mthds and Epid Hlth Pro	3
	389	Insects and Your Health	3
	479	Internship	6
	482	Environmental Health	3
POLS	350	Public Administration	3

Variable credit courses

- Where a variable number of credits from a variable credit course are required (Example: 1-6), the lowest amount of credit required for the program is listed first, with a dash separating it from the higher amount of credit acceptable for the program.
- If an exact amount of credits from a variable credit course is required, the variable range for the course is to be listed in parentheses **immediately** following the short title (with a space in between), and then the required exact credits are listed in the last column (as with a non-variable credit course).

<i>Creative development concentration, 14 credits</i>				Credit range of the course	
JOUR	320	Media Art Dir Creative Process		2	
	454	Adv Copy Writing and Layout		3	
	455	Immersion: Stud Media Advert (3-9)		3	Course credit required for the program
MKG	375	Social Media Marketing		3	
	420	Integrated Mkg Communications		3	

Directed elective courses

- Where a student has a choice between two or more courses, the credit(s) for each of the courses is printed in parentheses, immediately following the short title (with a space in between).
- The number of credits the student will obtain from whatever choice is made is then printed in the credit column (again, if the courses represent a range of credits, the lowest figure possible is printed first, then a dash, then the highest figure possible is printed).

9 credits from				Credit of the individual elective courses	
MATH	377	Complex Analysis (3)		3	
	415	Coding and Communication (3)		3	
	416	Theory of Numbers (3)		3	
	441	Geometry and Topology (3)		3	
	445	Differential Geometry (3)		3	
	473	Boundary Value Problems (3)		3	
	475	Topics Partial Dif Equations (3)		3	
		or as approved		9	Total credit to be taken for the elective area

Totals

- Totals are entered, under a “summing” underline, for all courses (required and directed electives).

475	Topics Partial Dif Equations (3)	
	or as approved	9
		<hr/>
		54 crs

- **Where concentrations within a program exist:** ([See example below](#) – Major in Biology)
 - 1) Total the common core requirements (if any)
 - 2) Sub-total each concentration:
 - 2a) at the beginning of the concentration, put the range of the concentration only after the concentration title
 - 2b) at the end of the concentration, total the concentration credits plus any core requirements of the major
 - 3) Total for all concentrations including the core (this could be an overall range where each concentration has a different sub-total).
- **Associate degrees require three totals:** ([See example below](#) – Associate in Arts, Criminal Justice and Criminology)
 - 1) Total of the general education core
 - 2) Total of the concentration area
 - 3) Total of the degree (general education core + concentration area)

Totaling a Program with Concentrations

MAJOR IN BIOLOGY, 62-71 credits			
<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
Common core, 44-45 credits			
BIO	111	Principles of Biology 1	4
	112	Principles of Biology 2	4
	210	Introduction to Botany	3
	214	Genetics	4
	215	Cell Biology	4
	216	Ecology	3
	217	Methods in Ecology	2
	499	Symposium	1
CHEM	111	General Chemistry 1	4
	112	General Chemistry 2	4
	231	Organic Chemistry 1	4
MATH	112	Precalculus Trigonometry (3)	
	or		
	161	Applied Calculus 1 (3)	
	or		
	165	Calculus 1 (4)	3-4
PHYC	110	General Physics 1	4
		44-45 crs	←
2a) Total of concentration <u>only</u>			
↓			
<i>Concentration 8: Zoology, 21-22 credits</i>			
ZOOL	330	Struct and Dev of Vertebrates	5
	432	Invertebrate Zoology	4
12-13 credits from			
At least 9 credits must be taken from ZOOL			
BIO	448	Biometry (3)	
CHEM	360	Essentials of Biochemistry (4)	
ZOOL	347	Animal Parasitology (3)	
	440	Ornithology (3)	
	441	Entomology (3)	
	444	Ichthyology (3)	
	445	Herpetology (3)	
	446	Mammalogy (3)	
	484	Aquatic Entomology (3)	12-13
		65-67 crs	←
2b) Total of concentration + common core			
		62-71 crs	←
1) Total of common core			
3) Total for the entire program including common core and <u>all</u> concentrations			

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Totaling an Associate Degree

ASSOCIATE IN ARTS—CRIMINAL JUSTICE AND CRIMINOLOGY (AA), 60 credits			
<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
General education, 39 credits			
ENG	103	Rhetoric and Writing	3
	104	Composing Research	3
	231	Professional Writing	3
POLS	130	American National Government (3)	
		or	
PSYS	100	Intro to Psychological Science (3)	3
SOC	100	Principles of Sociology	3
PFW			1
Electives			23
			39 crs
Concentration area, 21 credits			
CJC	101	Intro to Criminal Justice	3
	102	Introduction to Criminology	3
	230	Introduction to Policing	3
	240	Introduction to Corrections	3
	250	Introduction to Courts	3
6 credits from Electives from 300-400-level CJC			6
			21 crs
			60 crs
<p>Students may substitute CJC 220 and 221 for the CJC 300-400-level courses with approval from the department chairperson. Students qualifying for exemption from ENG 103 or 104 will receive credit for the course(s). ENG 101 and 102 may be substituted for ENG 103.</p>			

1) Total of general education core

2) Total of concentration area

3) Total of entire program

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New Program Form

Post #: _____ Cert. Date: _____
(For Academic Systems use only)

BALL STATE UNIVERSITY New Program Form

Yes, a complete assessment plan has been attached for this new program.

Department Committee _____ Date _____
Department Chairperson _____ Date _____
College Committee _____ Date _____
College Dean _____ Date _____
PEC Chairperson _____ Date _____
UEC/GEC Chairperson _____ Date _____
Provost _____ Date _____
President _____ Date _____

Implementation effective with next new Fall Semester catalog.

Program Title: Cognate in Community College Leadership
(All programs must have a completed Program Check Sheet)

Total credits required under new program 24

Undergraduate Majors only—total credits to graduate _____ Calculate breakdown below.

Major _____ + UCC _____ - duplicate UCC credits _____ + other required credits _____ = _____
(Foundation, Tier 1, and Tier 2 only)

Please provide the following information for each course in the proposed program:

PREFIX *NO* *SHORT TITLE* *CREDITS*

See Attachment

Rev. 1/2016 (White)

ATTACHMENT – NEW PROGRAM

**COGNATE IN COMMUNITY COLLEGE
LEADERSHIP, 24 credits**

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
EDAC	634	The Adult as a Learner	3
EDCC	640	Community College	3
	641	Community College Diversity	3
	698	Comm Coll Leader Seminar (1-3)	9
Select two from the following			
EDAC	635	Strategies for Teaching Adults (3)	
	648	The Community Educator (3)	
	681	Managing Community Education (3)	
	699	Intern in Ad and Comm Ed (3)	
EDHI	609	Prpng for Prof: Tch Hi Ed (3)	
	610	Issues in Higher Education (3)	
	611	Tchnng and Curr Issues in Hi Ed (3)	
	613	Admini and Fin in Higher Ed (3)	
	675	Legal Issues in Hi Ed (3)	
	699	Pract in Stud Aff Admin (3)	
EDST	697	The Grant Process and Research (3)	6
			<hr/>
			24 crs

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Revised Program Form

Post #: _____ Cert. Date: _____
(For Academic Systems use only)

BALL STATE UNIVERSITY Revised Program Form

___ Yes, any appropriate revisions to the existing assessment plan have been completed.

Department Committee _____	Date _____
Department Chairperson _____	Date _____
College Committee _____	Date _____
College Dean _____	Date _____
PEC Chairperson _____	Date _____
UEC/GEC Chairperson _____	Date _____
Provost _____	Date _____

Implementation effective with next new Fall Semester catalog.

OLD Program Title: Teaching Major in Theatre (BA/BS)
(Program as published on Web catalog)

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
---------------	-----------	--------------------	----------------

Attachment A

Total credits required under old program 82-83

DROP ONLY _____

REVISED Program Title: Teaching Major in Theatre (BA/BS)
(All programs must have a completed Program Check Sheet)

Total credits required under revised program 85-86

Undergraduate Majors only—total credits to graduate 120 Calculate breakdown below.

Major 85-86 + UCC 36 - duplicate UCC credits 6 + other required credits 4-5 = 120
(Foundation, Tier 1, and Tier 2 only)

Please provide the following information for each course in the proposed program:

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
---------------	-----------	--------------------	----------------

Attachment B

Rev. 1/2016 (Yellow)

ATTACHMENT A – OLD PROGRAM

42 crs

**TEACHING MAJOR IN THEATRE (BA/BS),
82-83 credits**

82-83 hrs

See Professional Education Assessment/Decision Points, p. 374, for additional information.

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
THEA	102	Computers in Theatre and Dance	3
	103	Aesthetics of Theatre 1	3
	104	Aesthetics of Theatre 2	3
	105	Freshman Experience	0
	107	Design Awareness	3
	220	Stagecraft	3
	232	Acting 1	3
	250	Directing 1	3
	280	Practicum (0-1)	2
	317	Pre-Modern Theatre History	3
	319	Modern Theatre History	3
	405	Senior Experience	0
	435	Shakespeare Performance	3
			32 crs

Directed elective

THEA	350	Directing 2	3
------	-----	-------------	---

Electives, 5-6 credits from

THEA	223	Costume Technology (3)	
	229	Stage Makeup (2)	
	233	Acting 2 (3)	
	318	Advanced Topics (3)	
	340	Playwriting 1 (3)	
	450	Directing 3 (3)	
	491	Theatre Management (3)	5-6

40-41 crs

THEA 318 may be taken twice for fulfillment of electives, but each must be on a different topic.

**SENIOR HIGH, JUNIOR HIGH/MIDDLE SCHOOL
EDUCATION PROGRAM**

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
<i>Professional education sequence, 42 credits</i>			
EDFO	420	Soc, Hist, Phil Found of Ed	3
EDJH	385	Prin of Tchng in Mid Schl	3
EDMU	205	Intro to Multicul Ed	3
EDPS	251	Development Secondary	3
	390	Educational Psychology	3
EDRD	320	Content Area Reading	3
EDSE	150	Basic Concepts of Secondary Ed	3
	380	Princ of Tchng in Sec School	3
THEA	395	Intro to Teaching Methods	3
	396	Teaching and Administration	3
Student teaching			12

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ATTACHMENT B – REVISED PROGRAM

**TEACHING MAJOR IN THEATRE (BA/BS),
85-86 credits**

PREFIX	NO	SHORT TITLE	CREDITS
Core requirements, 32 credits			
THEA	102	Computers in Theatre and Dance	3
	103	Aesthetics of Theatre 1	3
	104	Aesthetics of Theatre 2	3
	105	Freshman Experience	0
	107	Design Awareness	3
	220	Stagecraft	3
	232	Acting 1	3
	250	Directing 1	3
	280	Practicum (0-1)	2
	317	Pre-Modern Theatre History	3
	319	Modern Theatre History	3
	405	Senior Experience	0
	435	Shakespeare Performance	3
			32 crs

EDSE	320	Read Div Sec Cont Class	3
	380	Princ of Tchng in Sec School	3
THEA	150	Introduction Theatre Education	3
	395	Intro to Teaching Methods	3
	396	Teaching and Administration	3
Student teaching			12

42 crs
85-86 crs

See Professional Education Assessment/Decision Points, p. 382, for additional information.

THEA 317: UCC Tier 2 Fine Arts/ Design/Humanities course – count as a duplicate UCC course in the breakdown on the revised program cover page.

Required courses, 6 credits			
THEA	350	Directing 2	3
	354	Directing for Young Audiences	3

Electives, 5-6 credits from			
THEA	223	Costume Technology (3)	
	229	Stage Makeup (2)	
	233	Acting 2 (3)	
	318	Advanced Topics (3)	
	324	Musical Theatre History (3)	
	329	Costume History (3)	
	340	Playwriting 1 (3)	
	352	Directing Styles (3)	
	353	Acting and Directing History (3)	
	450	Directing 3 (3)	
	491	Theatre Management (3)	5-6
			43-44 crs

THEA 318 may be taken twice for fulfillment of electives, but each must be on a different topic.

**SENIOR HIGH, JUNIOR HIGH/MIDDLE SCHOOL
EDUCATION PROGRAM**

PREFIX	NO	SHORT TITLE	CREDITS
<i>Professional education sequence, 42 credits</i>			
EDFO	420	Soc, Hist, Phil Found of Ed	3
EDJH	385	Prin of Tchng in Mid Schl	3
EDMU	205	Intro to Multicul Ed	3
EDPS	251	Development Secondary	3
	390	Educational Psychology	3

EDFO 420 and EDMU 205: both courses are in UCC Tier 2 Natural Sciences/Social Sciences, so only **one** can be counted as a duplicate UCC course.

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INSTRUCTIONS – NEW AND REVISED PROGRAM CHECK SHEET

[Access Catalog Forms on the Web](#)

The catalog forms can now be typed on the Adobe PDF version of forms. [Contact the Curriculum Coordinator](#) with questions (call 5-1166).

NOTE: Use one form for each program.

Check sheet must be completed correctly or program will be returned to department.

For steps 8 and 9: use **SCADETL** screen to obtain Prerequisite and Enrollment Requirements by selecting the Course Description tab.

1. The title of the program should be exactly as a student transcript would show the program. Include the total credits for the program (not the degree, but the major, minor, etc.).

The Academic Unit is the department, center, institute or college with primary responsibility for the program.
2. Indicate if this is a New, Revised, or Dropped program.

If Dropping the program, only complete 1-6 of the check sheet.
3. A description detailing the need for a new program or why revisions are being made to an existing program.
 - Revised programs: changes incorporated in a program revision
 - removing or adding a course or courses to a core, common body, directed elective category; increasing/decreasing required or directive elective credits; etc.
 - New Programs: the particular focus of the new program
 - credits in a core or common body; credits in concentration areas; credits in directed electives, etc.
4. The Provost's office requires a complete rationale. A rationale should outline the expanded rationale attached on a separate sheet.
5. Check the appropriate mode of delivery. Click [here](#) for more detailed instructions on mode of delivery.
6. Check the appropriate program type. Majors only: select the appropriate Degree Type.
7. Detail any admission/retention requirements (minimum grades, minimum GPA's, completion of core or common body courses, etc.). If no admission or retention standards, check "no".
8. In the first column, list the course prefix and course number of each course required for the program. Core or common body courses should be listed first; then list concentration requirements (where applicable). The prefix and course number listed should be those currently in effect or proposed, taking into consideration any changes made in recent postings, etc.

In the second column, list the prerequisites and/or parallels of the courses in the first column. This should represent the current or proposed prerequisites/parallels as revised by recent catalogs, recent posting changes, etc. If no prerequisites/parallels exist for a course, state "None."

In the third column, list the other enrollment requirements. (Open only to, Not open to, etc.)

In the fourth column, list "new," "rev." or "estab." to denote whether the course is new, recently revised (during the current academic year) or established and unchanged.

9. Here list the courses that are not all required, but may be used to fulfill directed elective requirements (choose two of the following eight courses; complete three credits from the following six courses, etc.). The columns are to be completed exactly as defined for #8 above. Again, all course prefixes, numbers, and prerequisites must reflect those currently in effect or proposed.
10. If course changes will not detrimentally affect currently enrolled students, state “no negative impact on current students.” However, if credit(s) increases or dropped courses affect current students, explain how current students will be accommodated.
11. List all required UCC courses if more than two in the major.
12. If any faculty, equipment, etc., not currently funded are required for the program, list those needs along with any explorations for obtaining additional funds. If no additional resources are required, state "None."
13. If the program has any known effect on existing programs/departments, explain these along with notes concerning any discussions with affected parties.
14. Undergraduate majors only. List typical schedules for eight semesters. Eight semester plans should reflect all UCC requirements including the UCC writing course. When there is no specific UCC course, the plan should include a generic entry, such as UCC (Tier 2), UCC Writing course.

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Mode of Delivery Instructions

BALL STATE UNIVERSITY New or Revised Program Check Sheet

1. New or Revised Program Title: _____
Academic Unit: _____

2. ___ New Program ___ Revised Program ___ Drop Only

3. Please provide a brief description of New or Revised Program.

4. Please provide a brief rationale, for the change, or, if new program, target student population and special skills/abilities this program will provide, as well as expected enrollment (attach a full rationale on a separate sheet):

Off-campus locations. Program taken on-site only – go to the site (e.g., Fishers, Indy [UD courses] or Horizon Center or Pittsburgh.

No classroom. “This program is offered on-line only” This statement must be included on program form. MBA has some Web conferencing.

Blended: on-line and face-to-face at a location (e.g., Main campus and on-line work or nursing with clinical).
Could be on-campus or at a satellite location.
Masters in Nursing offered on-line and face-to-face at a location.
Contact [Kim Terrell](#), Online and Distance Education, at 5-5757 for guidance.

5. Please check the appropriate mode of delivery:
 On-campus only ___ On-line only ___ On-campus, on-line hybrid
 On-site only ___ other (specify): _____

6. Undergraduate Program Type (check one):
 ___ teaching major ___ license area ___ certificate
 ___ major ___ option within existing major/minor (specify): _____
 ___ minor

Graduate Program Type (check one):
 ___ graduate major ___ (teaching)
 ___ graduate minor ___ (departmental)
 ___ certificate ___ standard or ___ professional

Degree Type (check one):
 ___ BA/BS ___ BA only ___ BS only ___ AA ___ AS
 ___ DA ___ MA ___ MAE ___ MS
 ___ EdD/EdS ___ PhD ___ other (specify): _____

If drop only, stop here

7. Are the admission/retention/graduation requirements, if any, above and/or beyond those of the university?
(For example, any requirements above a 2.0 or 120 credits to graduate.)

No ___ none above and/or beyond standard university requirements.
 Yes ___ (If yes, attach a full rationale on a separate sheet)

[\(Back to check sheet instructions\)](#)

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New or Revised Program Check Sheet (Page 1)

BALL STATE UNIVERSITY New or Revised Program Check Sheet

1. **New or Revised Program Title:** Teaching Major in Theatre (BA/BS)
Academic Unit: Department of Theatre and Dance

2. **New Program** **Revised Program** **Drop Only**

3. **Please provide a brief description of New or Revised Program.**

1. Change in required courses: addition of new course, THEA 354
2. Change in elective course options: addition of new courses THEA 323, 324, 352, 353
3. Change in professional education courses: remove EDSE 150 and replace with THEA 150; remove EDRD 320 and replace with EDSE 320.

4. **Please provide a brief rationale, for the change, or, if new program, target student population and special skills/abilities this program will provide, as well as expected enrollment (attach a full rationale on a separate sheet):**

THEA 318 had been the department's rotating special topics course for years. The most commonly recurring iterations of the course are being created into permanent courses with their own numbers and titles. Of those courses, THEA 354 is a popular elective among students. Because the vast majority of teaching majors in theatre go on to direct at the high school or middle school level, this course is being added to the required rather than elective section. The other new courses are being added as electives.

THEA 150 has been created to provide a discipline-specific introductory course, thus replacing the existing EDSE 150 requirement.

EDSE 150 is replacing EDRD 320 to bring the teaching major in line with current licensure requirements.

5. **Please check the appropriate mode of delivery:**

On-campus only On-line only On-campus, on-line hybrid
 On-site only other (specify): _____

6. **Undergraduate Program Type (check one):**

teaching major license area certificate
 major option within existing major/minor (specify): _____
 minor

Graduate Program Type (check one):

graduate major (teaching)
 graduate minor (departmental)
 certificate standard or professional

Degree Type (check one):

BA/BS BA only BS only AA AS
 DA MA MAE MS
 EdD/EdS PhD other (specify): _____

If drop only, stop here

7. Are the admission/retention/graduation requirements, if any, above and/or beyond those of the university?
(For example, any requirements above a 2.0 or 120 credits to graduate.)

No none above and/or beyond standard university requirements.

Yes (If yes, attach a full rationale on a separate sheet)

[\(Back to Formatting Program Forms\)](#)

New or Revised Program Check Sheet (Page 2)

8. Please provide the following information for **all required courses** in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/number	Prerequisites/Parallels	Other enrollment requirements	New (N), Rev. (R), or Etab (E)?
Example AAAA 199	BBBB 100; perm of chair	Open only to majors; Not open to students who have credit in CCCC 150.	R
THEA 102	None	None	E
THEA 103	None	None	E
THEA 104	None	None	E
THEA 105	None	Open only to theatre and dance majors.	E
THEA 107	None	Open only to theatre and dance majors.	E
THEA 220	None	None	E
THEA 232	Permission of the instructor.	None	E
THEA 250	THEA 103; permission of the instructor.	None	E
THEA 280	Permission of the department chairperson.	None	E
THEA 317	Permission of the department chairperson.	None	E
THEA 319	THEA 317, permission of the department chairperson.	None	E
THEA 405	Permission of the department chairperson.	Open only to theatre and dance majors.	E
THEA 435	Permission of the department chairperson.	None	E
THEA 350	THEA 250 or permission of the instructor.	None	E
THEA 354	THEA 250; permission of the instructor.	None	N
EDFO 420	None	Open only to juniors.	E
EDJH 385	Permission of the department chairperson. Parallel: EDSE 380.	None	E
EDMU 205	Sophomore standing.	None	E
EDPS 251	None	Open only to students in secondary education programs.	E
EDPS 390	EDPS 250 or 251, or permission of the chairperson.	Not open to students who have credit in EDPS 393.	E
EDSE 150	None	None	E
EDSE 320	Successful completion of intro course in the content major and completion of decision point 2 and admission to Teacher Ed.	None	E
EDSE 380	Permission of the department chairperson. Parallel: EDJH 385.	None	E
THEA 395	THEA 220, 232	None	E
THEA 396	THEA 395	None	R

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New or Revised Program Check Sheet (Page 3)

9. Please provide the following information for **all directed elective courses** in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/number	Prerequisites/Parallels	Other enrollment requirements	New (N), Rev. (R), or Estab (E)?
THEA 223	None	None	E
THEA 229	None	None	E
THEA 233	THEA 232	None	E
THEA 318	Permission of the instructor.	None	E
THEA 324	Permission of the instructor.	None	N
THEA 329	Permission of the instructor.	None	N
THEA 340	Permission of the instructor.	None	E
THEA 352	THEA 250, permission of the instructor.	None	N
THEA 353	THEA 317; permission of the instructor.	None	N
THEA 450	THEA 350 or the equivalent; permission of the instructor.	None	E
THEA 491	9 hours of theatre courses.	None	E

10. Describe the impact of proposed changes on currently enrolled students (if any) and plans to insure timely graduation.
No negative impact on current students.
11. If the program includes more than two University Core Curriculum courses in the major, please list all required UCC courses.
THEA 317 (Tier 2 Fine Arts/Design/Humanities), EDFO 420 (Tier 2 Natural Sciences/Social Sciences), EDJH 465 (Student Teaching), EDMU 205 (Tier 2 Natural Sciences/Social Sciences), EDSE 320 (Tier 2 Fine Arts/Design/Humanities, Student Teaching)
12. What additional resources, if any (faculty, equipment, etc.) are required for this program?
None
13. What impact will the proposed program have on other departments/programs?
None
14. **Eight Semester Student Schedule required for undergraduate programs only.** To demonstrate how a student will be able to complete the proposed program in eight semesters, please complete a sample eight semester schedule (with no overloads or summers) on the last page of this document.
Rev. 1/2016 (White)

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Eight Semester Student Schedule (#14 on Check Sheet)

Date: Fall 2015 **Program Title:** Teaching Major in Theatre (BA/BS)

BALL STATE UNIVERSITY New or Revised Program Check Sheet (Page 4 – Eight Semester Student Schedule)

Undergraduate majors only. This is to be a sample student program to include UCC, program, and elective courses. The credits for each semester should be sub-totaled with the total for the entire course of study listed in the bottom right hand corner.

<u>FRESHMAN</u>	FALL	Crs	SPRING	Crs
Course			Course	
THEA 103		3	THEA 104	3
THEA 105		0	THEA 220	3
THEA 232		3	THEA 250	3
THEA 280		1	THEA 280	1
THEA 150		3	UCC (ENG 104)	3
UCC (ENG 103)		3	UCC (COMM 210)	3
UCC (Mathematics)		3		
Sub Total		16	Sub Total	16
<u>SOPHOMORE</u>				
Course		Crs	Course	Crs
THEA 395		3	THEA 107	3
THEA 102		3	THEA Elective	3
THEA 350		3	EDMU 205 (Tier2)	3
EDPS 251		3	UCC (Tier 1)	3
UCC (Physical Wellness)		2	UCC (Tier 1)	3
UCC (HIST 150)		3	UCC (Personal Finance)	1
Sub Total		17	Sub Total	16
<u>JUNIOR</u>				
Course		Crs	Course	Crs
THEA 317 (Tier 2 and UCC Writing)		3	THEA 319	3
THEA 354		3	THEA Elective	3
THEA 396		3	EDFO 420 (Tier 2)	3
EDPS 390		3	EDSE 320 (Tier 2)	3
UCC (WPP 392)		0	UCC (Tier 1)	3
General Elective		3		
Sub Total		15	Sub Total	15
<u>SENIOR</u>				
Course		Crs	Course	Crs
THEA 435		3	Student Teaching (Tier 3)	12
UCC (Tier 1)		3		
EDSE 380		3		
EDJH 385		3		
General Elective		1		
Sub Total		13	Sub Total	12

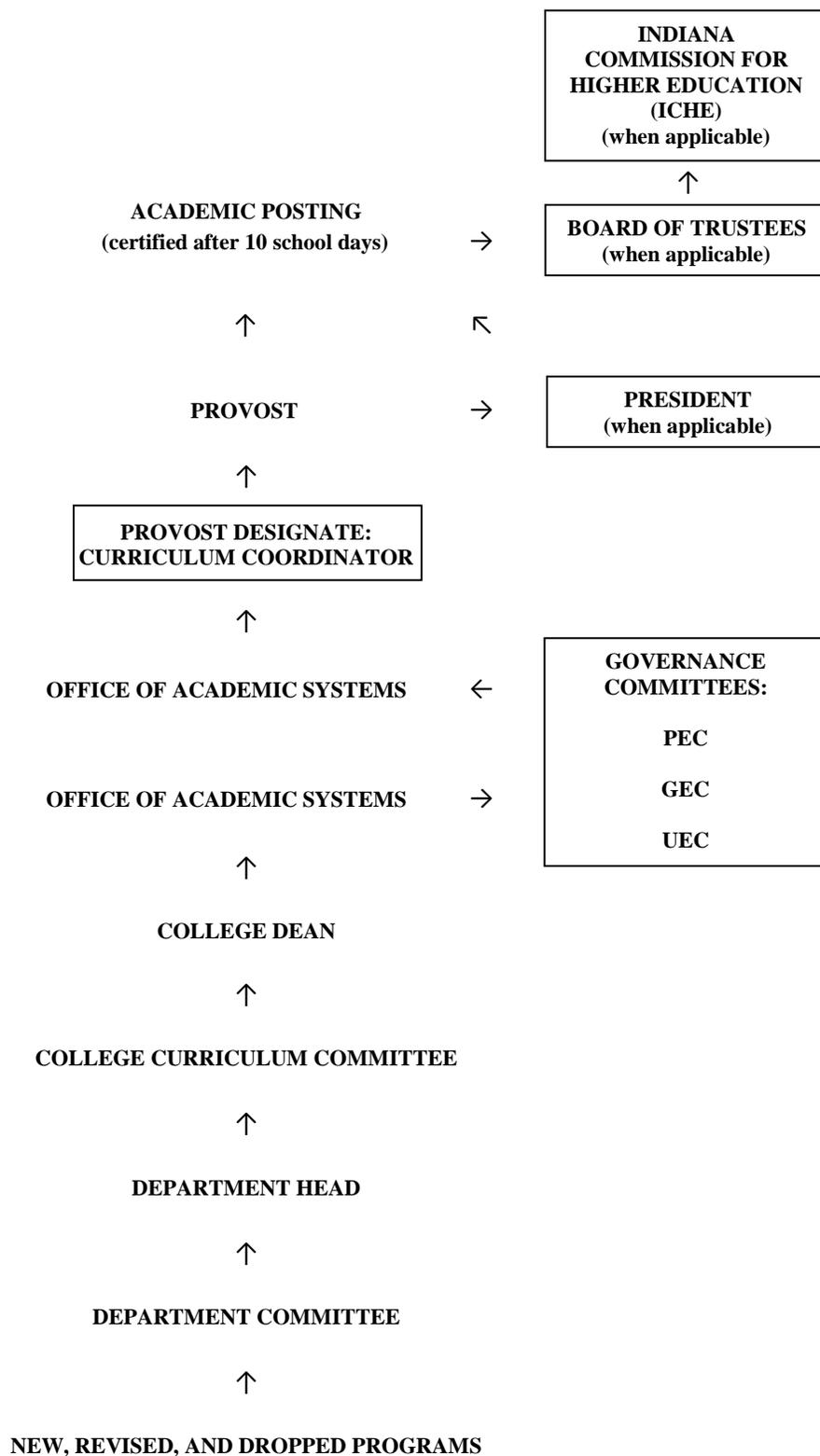
Grand Total 120

Rev. 1/2016 (White)

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PROGRAM APPROVAL FLOW CHART



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POSTING DROPPED, NEW, REVISED COURSES AND PROGRAMS

ACADEMIC POSTINGS MAY BE PROCESSED ONLY DURING THE ACADEMIC YEAR

Proposals for dropped, new, revised courses and programs are initiated in the academic unit and submitted to the appropriate college curriculum committee. Following committee approval, the dean of the college will post the proposal for ten school days in all academic units of the college. If no demurrer is filed, the dean will forward the original of the proposal to the Curriculum Coordinator in the Office of Academic Systems. (See approval flow charts for [courses](#) and [programs](#).)

The Curriculum Coordinator will e-mail the Academic Posting address with the proposals to all academic deans, department heads, chairpersons, and coordinators of educational policy committees. **It is strongly encouraged that all areas read every posting to check for possible infringement on their courses or programs.** If no demurrer has been filed by the posting period deadline (ten school days) the proposals will be implemented for the appropriate Fall Semester.

The department originating the proposal should read and verify that the information submitted is what appears on the Academic Posting as this information is what will appear in the new catalog(s).

[Access the Academic Postings on the Web](#)

BALL STATE UNIVERSITY

ACADEMIC POSTING

2011-2012

VOLUME XLIII – 8

April 20, 2012

This posting may contain all or part of the following: new, revised, and dropped programs, courses and prefixes. The posting period begins April 23, 2012. If no demurrer is received within ten school days, the changes will be certified for implementation. *The effective date for implementing undergraduate materials posted after April 16, 2012 is Fall Semester 2013. Graduate materials posted after April 16, 2012 have an implementation date of Fall Semester 2014.*

Effective dates for next catalogs

TEACHERS COLLEGE

Department of Educational Psychology

EDUCATIONAL PSYCHOLOGY (EDPS)

Drop:

745 Diagnosis and Interventions for Learning and Related Disorders (3)

Revised:

660 (745) Diagnosis and Interventions for Learning and Related Disorders (3) Discussion of issues of diagnosis and implementation of interventions designed for children with learning disorders.

Prerequisite: courses in individual assessment and special education highly desirable.

Department of Educational Studies

New:

MINOR IN HIGHER EDUCATION (MASTERS DEGREE PROGRAMS), 9 credits

PREFIX	NO	SHORT TITLE	CREDITS
EDCC	640	Community College (3)	
	641	Community College Diversity (3)	
	698	Comm Coll Leader Seminar (1-3)	
EDHI	601	Thyrs Coll Stud Dev: Hi Ed App (3)	
	602	The American College Student (3)	
	609	Prpng for Prof: Tch Hi Ed (3)	
	610	Issues in Higher Education (3)	
	611	Tchnng and Curr Issues in Hi Ed (3)	
	613	Admini and Fin in Higher Ed (3)	
	675	Legal Issues in Hi Ed (3)	9
			<hr/>
			9 crs

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