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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Program Approval Flow Chart

Academic Postings

Posting Dropped, New, Revised Courses and Programs
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.
- Click “Submit”
- Select a Subject Code from the “Subject (BZ):” menu. This is the only required search field.

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

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

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)
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.
(SCACRSE) BASIC COURSE INFORMATION

(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.
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.

*(Table of Contents)*
(SCACRSE) Grading Mode

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.

(Table of Contents)
(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.

A = Lecture  
C = Clinical  
D = Discussion/Recitation  
E = Examination  
F = Field Study  
H = Non-Credit Workshop  
I = 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  
- IN – Internship  
- R – Independent Study  
- S – Seminar  
- X – Experiential

(Note: must e-mail Jennifer Blackmer 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.

(Table of Contents)
(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**

Click the **Fee Codes** tab.
(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.

Click the Degree Attributes tab.
(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)

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

The Transfer Institutions tab is not used.

Click the **Supplemental Data** tab.

(Table of Contents)
(SCADETL) 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).

![Supplemental Data Tab](image)

Click the **Course Description** tab.

*(Table of Contents)*
(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

![Course Description Tab](image)

**Course Text and Integration Partners** not used, at present.

**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 **SCARRES** for the next form.

(Table of Contents)
(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.

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).

Click the Class and Level tab.
(Table of Contents)
**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.

Click the **Degree and Program** tab.

(Table of Contents)
**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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>MAE</td>
<td>Master of Arts in Education</td>
</tr>
<tr>
<td>MAR</td>
<td>Master of Architecture</td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Admin.</td>
</tr>
<tr>
<td>MFA</td>
<td>Master of Fine Arts</td>
</tr>
<tr>
<td>MLA</td>
<td>Master of Landscape Architect.</td>
</tr>
<tr>
<td>MM</td>
<td>Master of Music</td>
</tr>
<tr>
<td>MPA</td>
<td>Master of Public Administ.</td>
</tr>
<tr>
<td>MS</td>
<td>Master of Science</td>
</tr>
<tr>
<td>MUD</td>
<td>Master of Urban Design</td>
</tr>
<tr>
<td>MUR</td>
<td>Master of Urban &amp; Dev. Plan</td>
</tr>
</tbody>
</table>

Use arrows to view any additional pages of codes.

Click the **Campus and College** tab.

(Table of Contents)
(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…”

Click the **Student Attribute and Cohort** tab.

(Table of Contents)
(SCARRES) Student Attribute and Cohort

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

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

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.

Click Next Block or the Course Prerequisite Restrictions tab.
(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**

![Use arrows to view any additional pages of prerequisites.](image)
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.

(Table of Contents)
(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.

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.

(Table of Contents)
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 credits, 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 only
  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.

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

*(Note: must e-mail Jennifer Blackmer for permission to use IM schedule type. CC: 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: GER 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”

(Table of Contents)
New Course Form

Department Committee
Department Chairperson
College Committee
College Dean
Provost

BALL STATE UNIVERSITY
New Course Form

Post #: Cert. Date:

(For Academic Systems use only)

<table>
<thead>
<tr>
<th>CHEM (Prefix)</th>
<th>207 (Number)</th>
<th>Architectural Chemistry (Short Title, 30 characters &amp; spaces)</th>
<th>3 (Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(can list more than one Schedule Type)</td>
<td></td>
</tr>
</tbody>
</table>

Grade Mode S Schedule Type A, W

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.

(Table of Contents)
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 rational 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
  C = Clinical
  L = Laboratory
  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
  
  o 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
  o 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.”
  o 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.
  o In the blank, enter the high figure in the credit range.
  o 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.”
  o Use only when credit earned may exceed the credit(s) of the course.
  o 1st blank: enter the maximum number of credits a student could earn over his/her Ball State career.
  o 2nd blank: enter the maximum number of credits a student can earn in one semester.
    o Non-variable credits: enter the credit
      o Example: BIO 629 (1 credit) “A total of 2 credits may be earned, but no more than 1 in any one semester or term.”
    o Variable credits: enter the high figure in the credit range
      o 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.”
  o 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.
  o 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
  o 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.
  o 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.”
  o 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)
(Table of Contents)
Revised Course Form

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 SCACRESE screen)
Old
Prefix
Old
Number
Short Title, 38 characters & spaces
Credit
Freshman Grammar
3

New
Prefix
New
Number
Short Title, 38 characters & spaces
Credit
Freshman Grammar
2

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

Grade Mode _______ 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, 9999999).

Freshman Grammar

Type Old Course Description (including prerequisites, parallel, variable credits, not open to, and open only to) as printed on Banner System—screen SCADETL (prefix, number, 9999999—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 _______ credits may be earned, but no more than _______ in any one semester or term.

Not open to students who have credit in _______

Open only to _______

List Field of Study restriction codes (if applicable—use SCARRES screen)
ENGL, CWRG, ESTU, LTR, RHEC, ENG, ENCO, ENEN

Rev. 1/2016 (Green)
COURSE APPROVAL FLOW CHART

ACADEMIC POSTING
(certified after 10 school days)

↑

PROVOST

↑

PROVOST DESIGNATE:
CURRICULUM COORDINATOR

↑

OFFICE OF ACADEMIC SYSTEMS ←

↑

OFFICE OF ACADEMIC SYSTEMS →

↑

COLLEGE DEAN

↑

COLLEGE CURRICULUM COMMITTEE

↑

DEPARTMENT HEAD

↑

DEPARTMENT COMMITTEE

↑

NEW, REVISED, AND Dropped COURSES

GOVERNANCE COMMITTEES:
(when applicable)
PEC
GEC
UCC
UEC

(Back to New Course Form)
(Back to Posting Policies for Revised Course Forms)
(Back to Revised Course Form Instructions)
(Back to Posting Dropped, New, Revised Courses and Programs)
(Table of Contents)
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.
  o 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: 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.

<table>
<thead>
<tr>
<th>Major</th>
<th>UCC</th>
<th>duplicate UCC credits</th>
<th>other required credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-86</td>
<td>36</td>
<td>6</td>
<td>4-5</td>
</tr>
</tbody>
</table>
```

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

![MINOR IN PUBLIC HEALTH, 24-28 credits]

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.

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).
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).

<table>
<thead>
<tr>
<th>Course credit required for the program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit range of the course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creative development concentration, 14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 320 Media Art Dir Creative Process</td>
</tr>
<tr>
<td>300</td>
</tr>
<tr>
<td>454 Adv Copy Writing and Layout</td>
</tr>
<tr>
<td>455 Immersion: Stud Media Adver (3-9)</td>
</tr>
<tr>
<td>MKG 375 Social Media Marketing</td>
</tr>
<tr>
<td>420 Integrated Mktg Communications</td>
</tr>
</tbody>
</table>

Course credit required for the program
Credit of the individual elective courses
Total credit to be taken for the elective area

Totals

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

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>54 crs</td>
</tr>
</tbody>
</table>

- 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**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Common core, 44-45 credits</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>111</td>
<td>Principles of Biology 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>112</td>
<td>Principles of Biology 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>210</td>
<td>Introduction to Botany</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>214</td>
<td>Genetics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>215</td>
<td>Cell Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>216</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>217</td>
<td>Methods in Ecology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>499</td>
<td>Symposium</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>111</td>
<td>General Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>112</td>
<td>General Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>231</td>
<td>Organic Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>112</td>
<td>Precalculus Trigonometry (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>Applied Calculus 1 (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>Calculus 1 (4)</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>110</td>
<td>General Physics 1</td>
<td>4</td>
</tr>
</tbody>
</table>

1) **Total of concentration only**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOOL</td>
<td>330</td>
<td>Struct and Dev of Vertebrates</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>432</td>
<td>Invertebrate Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>

2a) **Total of concentration only**

**Concentration 8: Zoology, 21-22 credits**

12-13 credits from
At least 9 credits must be taken from ZOOL

<table>
<thead>
<tr>
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<th>NO</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>448</td>
<td>Biometry (3)</td>
<td></td>
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<tr>
<td>CHEM</td>
<td>360</td>
<td>Essentials of Biochemistry (4)</td>
<td></td>
</tr>
<tr>
<td>ZOOL</td>
<td>347</td>
<td>Animal Parasitology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>440</td>
<td>Ornithology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>441</td>
<td>Entomology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>444</td>
<td>Ichthyology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>445</td>
<td>Herpetology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>446</td>
<td>Mammalogy (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>484</td>
<td>Aquatic Entomology (3)</td>
<td></td>
</tr>
</tbody>
</table>

2b) **Total of concentration + common core**

3) **Total for the entire program including common core and all concentrations**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
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</thead>
</table>

65-67 crs

62-71 crs
Totaling an Associate Degree

ASSOCIATE IN ARTS—CRIMINAL JUSTICE AND CRIMINOLOGY (AA), 60 credits

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General education, 39 credits</td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>103</td>
<td>Rhetoric and Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>104</td>
<td>Composing Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>231</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>POLS</td>
<td>130</td>
<td>American National Government (3)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYS</td>
<td>100</td>
<td>Intro to Psychological Science (3)</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>100</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PFW</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>39 crs</td>
</tr>
</tbody>
</table>

Concentration area, 21 credits

<table>
<thead>
<tr>
<th>CJC</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>102</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>230</td>
<td>Introduction to Policing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>240</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>250</td>
<td>Introduction to Courts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 credits from Electives from 300-400-level CJC</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>21 crs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60 crs</td>
</tr>
</tbody>
</table>

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.

1) Total of general education core
2) Total of concentration area
3) Total of entire program
New Program Form

Post #: Cert. Date: 

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____________________
PES 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 Checklist)

Total credits required under new program __________

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

<table>
<thead>
<tr>
<th>PREFIX</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAC</td>
<td>634</td>
<td>The Adult as a Learner</td>
<td>3</td>
</tr>
<tr>
<td>EDCC</td>
<td>640</td>
<td>Community College</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>641</td>
<td>Community College Diversity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>698</td>
<td>Comm Coll Leader Seminar (1-3)</td>
<td>9</td>
</tr>
</tbody>
</table>

Select two from the following:

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAC</td>
<td>635</td>
<td>Strategies for Teaching Adults (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>648</td>
<td>The Community Educator (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>681</td>
<td>Managing Community Education (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>699</td>
<td>Intern in Ad and Comm Ed (3)</td>
<td></td>
</tr>
<tr>
<td>EDHI</td>
<td>609</td>
<td>Prpng for Prof: Tch Hi Ed (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610</td>
<td>Issues in Higher Education (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>611</td>
<td>Tchng and Curr Issues in Hi Ed (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>613</td>
<td>Admini and Fin in Higher Ed (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>675</td>
<td>Legal issues in Hi Ed (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>699</td>
<td>Pract in Stud Aff Admin (3)</td>
<td></td>
</tr>
<tr>
<td>EDST</td>
<td>697</td>
<td>The Grant Process and Research (3)</td>
<td>6</td>
</tr>
</tbody>
</table>

24 crs

(Back to Program Instructions)
(Table of Contents)
Revised Program Form

Post #: Cert. Date: 

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________________
PSC 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)

PREFIX NO SHORT TITLE CREDITS

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:

PREFIX NO SHORT TITLE CREDITS

Attachment B

Rev.1/2016 (Yellow)
## TEACHING MAJOR IN THEATRE (BA/BS), 82-83 credits

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>THEA</td>
<td>102</td>
<td>Computers in Theatre and Dance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>103</td>
<td>Aesthetics of Theatre 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>104</td>
<td>Aesthetics of Theatre 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>105</td>
<td>Freshman Experience</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>107</td>
<td>Design Awareness</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>220</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>232</td>
<td>Acting 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>250</td>
<td>Directing 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>280</td>
<td>Practicum (0-1)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>317</td>
<td>Pre-Modern Theatre History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>319</td>
<td>Modern Theatre History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>405</td>
<td>Senior Experience</td>
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</tr>
<tr>
<td></td>
<td>435</td>
<td>Shakespeare Performance</td>
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Directed elective

<table>
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<tr>
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</tr>
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<tbody>
<tr>
<td>THEA</td>
<td>350</td>
<td>Directing 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives, 5-6 credits from

<table>
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<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>THEA</td>
<td>223</td>
<td>Costume Technology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>229</td>
<td>Stage Makeup (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>233</td>
<td>Acting 2 (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>318</td>
<td>Advanced Topics (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>340</td>
<td>Playwriting 1 (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>450</td>
<td>Directing 3 (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>491</td>
<td>Theatre Management (3)</td>
<td>5-6</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFO</td>
<td>420</td>
<td>Soc, Hist, Phil Found of Ed</td>
<td>3</td>
</tr>
<tr>
<td>EDIJH</td>
<td>385</td>
<td>Prin of Tching in Mid Schl</td>
<td>3</td>
</tr>
<tr>
<td>EDMU</td>
<td>205</td>
<td>Intro to Multcul Ed</td>
<td>3</td>
</tr>
<tr>
<td>EDPS</td>
<td>251</td>
<td>Development Secondary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>390</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDRD</td>
<td>320</td>
<td>Content Area Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDSE</td>
<td>150</td>
<td>Basic Concepts of Secondary Ed</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>380</td>
<td>Prin of Tching in Sec School</td>
<td>3</td>
</tr>
<tr>
<td>THEA</td>
<td>395</td>
<td>Intro to Teaching Methods</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>396</td>
<td>Teaching and Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Student teaching** 12

See Professional Education Assessment/Decision Points, p. 374, for additional information.
### ATTACHMENT B – REVISED PROGRAM

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

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

**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.

#### Core requirements, 32 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student teaching</td>
<td>42 crs</td>
</tr>
</tbody>
</table>

**THEA 330**: Directing 2 | 3 crs

**THEA 354**: Directing for Young Audiences | 3 crs

#### Required courses, 6 credits

| THEA 330 | Directing 2 | 3 |

#### Electives, 5-6 credits from

<table>
<thead>
<tr>
<th>THEA</th>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 223</td>
<td>Costume Technology (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 229</td>
<td>Stage Makeup (2)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 233</td>
<td>Acting 2 (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 318</td>
<td>Advanced Topics (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 324</td>
<td>Musical Theatre History (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 329</td>
<td>Costume History (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 340</td>
<td>Playwriting 1 (2)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 352</td>
<td>Directing Styles (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 353</td>
<td>Acting and Directing History (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 450</td>
<td>Directing 3 (3)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 491</td>
<td>Theatre Management (3)</td>
<td>3-6</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PREFIX NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFO 420</td>
<td>Sec, Hist, Phil Found of Ed</td>
<td>3</td>
</tr>
<tr>
<td>EDJH 385</td>
<td>Prin of Teach in Mid Schol</td>
<td>3</td>
</tr>
<tr>
<td>EDMU 205</td>
<td>Intro to Multicul Ed</td>
<td>3</td>
</tr>
<tr>
<td>EDPS 251</td>
<td>Development Secondary</td>
<td>3</td>
</tr>
<tr>
<td>EDPS 390</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.
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.
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):

5. Please check the appropriate mode of delivery:
   - On-campus only
   - On-line only
   - On-campus, on-line hybrid
   - 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
   - Graduate minor
   - (Departmental)
   - Certificate
   - Standard or professional

Degree Type (check one):
   - BA/BS
   - MA
   - MAE
   - MS
   - 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
   ____Yes

   If yes, attach a full rational on a separate sheet.

(Back to check sheet instructions)
(Table of Contents)
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/BSc)
   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)  ____ Certificate
   ____ Graduate minor  ____ (departmental)  ____ Standard or Professional

Degree Type (check one):
   ✔ BA/BS  ____ BA only  ____ BS only  ____ AA  ____ AS
   ____ MA  ____ MA/MAE  ____ MS
   ____ EdS/EdD  ____ 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)
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:

<table>
<thead>
<tr>
<th>Prefix/number</th>
<th>Prerequisites/Parallels</th>
<th>Other enrollment requirements</th>
<th>New (N), Rev. (R), or Eiatab (E)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAAA 199</td>
<td>BBBB 100; perm of chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THEA 102</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 103</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 104</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 105</td>
<td>None</td>
<td>Open only to theatre and dance majors.</td>
<td>E</td>
</tr>
<tr>
<td>THEA 107</td>
<td>None</td>
<td>Open only to theatre and dance majors.</td>
<td>E</td>
</tr>
<tr>
<td>THEA 220</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 232</td>
<td>Permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 250</td>
<td>THEA 103; permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 280</td>
<td>Permission of the department chairperson.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 317</td>
<td>Permission of the department chairperson.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 319</td>
<td>THEA 317; permission of the department chairperson.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 405</td>
<td>Permission of the department chairperson.</td>
<td>Open only to theatre and dance majors.</td>
<td>E</td>
</tr>
<tr>
<td>THEA 434</td>
<td>Permission of the department chairperson.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 350</td>
<td>THEA 250; permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 354</td>
<td>THEA 250; permission of the instructor.</td>
<td>None</td>
<td>N</td>
</tr>
<tr>
<td>EDFS 420</td>
<td>None</td>
<td>Open only to juniors.</td>
<td>E</td>
</tr>
<tr>
<td>EDSM 385</td>
<td>Permission of the department chairperson. Parallel: EDSM 380.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>EDFM 205</td>
<td>Sophomore standing.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>EDFP 251</td>
<td>None</td>
<td>Open only to students in secondary education programs.</td>
<td>E</td>
</tr>
<tr>
<td>EDPS 390</td>
<td>EDPS 250 or 251, or permission of the chairperson.</td>
<td>Not open to students who have credit in EDPS 393.</td>
<td>E</td>
</tr>
<tr>
<td>EDSF 350</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>EDSG 320</td>
<td>Successful completion of intro course in the content major and completion of decision point 2 and admission to Teacher Ed.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>EDSH 380</td>
<td>Permission of the department chairperson. Parallel: EDSH 385.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 393</td>
<td>THEA 220, 232</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 396</td>
<td>THEA 395</td>
<td>None</td>
<td>R</td>
</tr>
</tbody>
</table>

(Back to Formatting Program Forms)

65
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:

<table>
<thead>
<tr>
<th>Prereq/number</th>
<th>Prerequisites/Parallels</th>
<th>Other enrollment requirements</th>
<th>New (N), Rev. (R), or Estab (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 223</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 229</td>
<td>None</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 233</td>
<td>THEA 232</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 318</td>
<td>Permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 324</td>
<td>Permission of the instructor.</td>
<td>None</td>
<td>N</td>
</tr>
<tr>
<td>THEA 329</td>
<td>Permission of the instructor.</td>
<td>None</td>
<td>N</td>
</tr>
<tr>
<td>THEA 340</td>
<td>Permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 352</td>
<td>THEA 230, permission of the instructor.</td>
<td>None</td>
<td>N</td>
</tr>
<tr>
<td>THEA 353</td>
<td>THEA 317, permission of the instructor.</td>
<td>None</td>
<td>N</td>
</tr>
<tr>
<td>THEA 450</td>
<td>THEA 350 or the equivalent, permission of the instructor.</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>THEA 491</td>
<td>9 hours of theatre courses.</td>
<td>None</td>
<td>E</td>
</tr>
</tbody>
</table>

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 265 (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)

(Back to Formatting Program Forms)
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.*

<table>
<thead>
<tr>
<th><strong>FRESHMAN</strong></th>
<th><strong>Course</strong></th>
<th><strong>Crs</strong></th>
<th><strong>Course</strong></th>
<th><strong>Crs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 103</td>
<td></td>
<td>3</td>
<td>THEA 104</td>
<td>3</td>
</tr>
<tr>
<td>THEA 105</td>
<td></td>
<td>0</td>
<td>THEA 220</td>
<td>3</td>
</tr>
<tr>
<td>THEA 232</td>
<td></td>
<td>3</td>
<td>THEA 250</td>
<td>3</td>
</tr>
<tr>
<td>THEA 280</td>
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<td>THEA 280</td>
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<tr>
<td>THEA 150</td>
<td></td>
<td>3</td>
<td>UCC (ENGL 104)</td>
<td>3</td>
</tr>
<tr>
<td>UCC (Mathematics)</td>
<td></td>
<td>3</td>
<td>UCC (COMM 210)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
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<td></td>
<td><strong>Sub Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SOPHOMORE</strong></th>
<th><strong>Course</strong></th>
<th><strong>Crs</strong></th>
<th><strong>Course</strong></th>
<th><strong>Crs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 395</td>
<td></td>
<td>3</td>
<td>THEA 107</td>
<td>3</td>
</tr>
<tr>
<td>THEA 102</td>
<td></td>
<td>3</td>
<td>THEA Elective</td>
<td>3</td>
</tr>
<tr>
<td>THEA 350</td>
<td></td>
<td>3</td>
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**Grand Total** 120

(Back to Formatting Program Forms)  
(Table of Contents)
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

Effective dates for next catalogs

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.

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

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