

**Course Inventory File – Curriculum Request Form**  
**GENERAL INSTRUCTIONS**

**REQUIRED:** The CIF - Curriculum Request Form contains interactive fields, please fill out the form and then use the "Print Form" button to generate a copy for signature approvals. ALL FIELDS ARE REQUIRED UNLESS THE REQUEST IS FOR COURSE DELETION (see instructions on Deletions below). Incomplete forms will be returned to the department without approval.

**DEPARTMENT:** Full spelling of department.

**PREFIX and COURSE ID:** Enter the full course I.D. # (example: HPES-606)

**REPLACEMENT NO.:** Enter complete replacement Course I.D. (if applicable)

**ADD, DELETE OR CHANGE:** Make the proper selection from the drop-down list. **ADD:** When creating a new course, provide all necessary information. Individual school policy may require a course outline or additional materials. The Effective Year/Term is the first term the course will be offered. For 500-level courses offered for graduate credit, a statement detailing additional requirements for graduate requirements *must be included in the syllabus*. **DELETE:** Any course being deleted from the University curriculum. The Effective Year/Term is the first term in which the course will no longer be included in the University curriculum. When submitting a course for deletion, the required fields to complete are: **Department, Prefix and Course ID, Effective Term, Graduate School Credit, Full Title** **CHANGE:** Any course change. Check each category change that applies to course (i.e. title, prefix, etc.). The Effective Year/Term is the term the course will be changed in the University curriculum.

**GEN. ED. REQUIREMENT:** Fill in GER code(s) for any course which satisfies a general education requirement. The unit dean's office has responsibility for finalizing the code(s). For a description of specific GER codes, reference the GER Course List heading under the Provost's web page, <http://www.louisville.edu/provost/GER>

NOTE: A CIF is required whenever a GER code is added, changed or deleted by a unit. Some GER codes are included as an extension of the abbreviated course title (see Official Abbreviation for Title instructions). Please Note: There is an approval process for making a course Gen Ed that is separate from this process please refer to: <http://www.louisville.edu/provost/GER>

**CURRENT CROSS-LISTING(S):** List I.D.'s of all current cross-listings.

**NEW CROSS-LISTING(S):** List all new course I.D.'s which **will be** cross-listed. Two CIF's must be completed when adding, changing, or deleting a cross-listing (one from each department). Remember, titles and descriptions *must* match.

**GRADUATE SCHOOL CREDIT:** Indicate by checking YES or NO if the course is to be offered for graduate school credit.

**CREDIT HOURS:** Indicate minimum and maximum number of credit hours to be granted.

**OFFICIAL ABBREVIATION FOR TITLE:** This abbreviation will appear in the Course Inventory File (CIF), the *Schedule of Courses*, and on students' transcripts. The abbreviation is limited to 24 characters, including spaces and punctuation. Internal GER codes (WC, B, A, CL, CD1, CD2) are included as extensions of the abbreviated course title, preceded by a dash.

**(Instructions continued on next page)**

**FULL TITLE:** Enter the complete title.

**DESCRIPTION:** Enter complete course description, including proposed or existing special restrictions or conditions (**unless the request is for course deletion**). Description should be a concise statement of course content.

**PREREQUISITES:** List all prerequisites, even if all are not changing.

**TYPE OF ACTIVITY:** Indicate the number of contact clock hours (not credit hours) in one semester for each of the four categories. The standard semester is expected to be 14 weeks of contact. A 3 credit hour lecture course would

meet three times a week so the number of contact hours would be 42. This is merely an estimate and does not account for potential conflicts with holidays or the requirement that a one hour class is only scheduled for 50 minutes duration. Laboratory courses have at least two and one-half contact hours per week for each credit hour. Independent Study and Field Work contact hours are left to the discretion of the instructor, but please indicate the number of expected contact hours per week over the course of a 14 week semester.

**ENROLLMENT MAX:** Indicate maximum course enrollment.

**INDICATE GRADING SYSTEM:** Check box for appropriate grading system (Pass/Fail or Letter Grade)

**COURSE FEE:** Considered only at April Board of Trustees meetings. Provost's Office is responsible for obtaining Board action.

**REASON FOR ACTION AND DESCRIPTION OF CHANGE:** Please clearly **describe the change** (e.g., increase in credit hours from 2 to 3, removed HPES 306 as a prerequisite) and **the reason for the change** (e.g., revised title better reflects course content, less credit due to reduction in course content).

**APPROVAL SIGNATURES:** The form must be rerouted for signatures according to each school's procedures. Electronic signatures will not be accepted. Final approval for all courses must be given by the University Provost before being accepted and implemented by the Registrar's Office. (Approved Course Inventory Files will be forwarded to the Registrar's Office after approval from the University Provost).

**PROCEDURE:** Follow all the internal procedures of your unit. If you have questions, call the appropriate Dean's Office.

**DEADLINE INFORMATION FOR INCLUSION IN THE SCHEDULE OF COURSES:** January 15<sup>th</sup> each year for the following academic year for Undergraduate courses. Contact your dean's office for more information.

**DEADLINE FOR ADDING OR CHANGING COURSES NOT PUBLISHED IN THE SCHEDULE OF COURSES:** All undergraduate Course Inventory Curriculum Requests are due by January 15<sup>th</sup> of each year for the following academic year. Graduate School changes, additions are due at least five weeks prior to the end of registration for the semester. Course information that appears in the course schedule cannot be changed. If you have questions regarding any of these instructions, call the Office of Institutional Research & Planning at 852-2580.