Filling out a Course Proposal Form: A How To Guide

1. Access the form on the Curriculum Management website under "Forms": https://ucdenverdata.formstack.com/forms/sso_reg_course_proposal_form
2. Log in using your Passport (Single Sign-On) Username and Password.
3. Complete the rest of the form. The necessary fields will auto-populate based upon your selections. Items with a red asterisk are mandatory. See guide below.
4. Submit
5. You will receive a copy of your submission to your University email. _NOTE: You are not finished yet._
6. (optional step) Print to PDF and save a local copy.
7. Forward the email to the Associate Dean or Course Proposal Form "signature authority", not exceeding 10 attachments per email.
8. **Associate Dean or Course Proposal Form "signature authority" must forward the form with "approval" in the body of the email to demonstrate their approval. _NOTE: This is the only way the form can be processed._**
9. Curriculum Manager in the Office of the Registrar will reply when processed.

ACTION REQUEST: CREATE A NEW COURSE

School/College Information	
Select the School/College/Program responsible for this course	You may only submit forms for your own school/college/program
Effective Term	• This is the first term the course is available for scheduling with the requested edits in place • Must be within 3 terms
Request Type	

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Create a New Course	Request to create a new course in the student information system • Course numbers cannot be re-used if active within the last 5 years and/or if ever part of a cross-listed course. This policy also includes courses which were renumbered five or more years ago, but the current number remains active. Re-using a previously cross-listed course numbers or numbers historically attached to an active 6-digit course ID is problematic for degree audit if the other cross-listed variants remain active.
Is this a cross-listed course?	A cross-listed course is a course taught under more than one prefix. Students choose which prefix in which to enroll. • Cross-listed courses must share identical titles, course descriptions, and credit hours. • Max Hours displayed for each cross-listed class is the total number of hours allowed for all courses completed within a particular cross-listed group.
The other courses in the cross-listed group:	Select one: • Exist and need to be updated as part of this request • Are new and need to be created Both choices will enable the appropriate fields to complete the task selected.
List all courses in this cross-listed group	Provide the full list of all courses in the cross-listed group.
Course Information	
Subject/Prefix	Enter the appropriate subject code within your designated Academic Unit/School/College
4-Digit Course Number	The course number of the new course. See below. • Course numbers cannot be re-used if active within the last 5 years and/or if ever part of a cross-listed course. This policy also includes courses which were renumbered five or more years ago, but the current number remains active. Re-using a previously cross-listed course numbers or numbers historically attached to an active 6-digit course ID is problematic for degree audit if the other cross-listed variants remain active. **Denver Reserved Numbers (see section below)** • 0001-0999 Non-Credit • 1000-1999 Freshman level • 2000-2999 Sophomore level • 3000-3999 Junior level course

- 4000-4999 Senior level course
- 5000-6999 First level graduate course and represents students working toward their Master's Degree
- 7999-8999 Second level graduate course and represents students working toward a Ph.D.

*Contact the department course coordinator to see if a number is available

Reserved Course Numbers for Specific Course Types	
Course Type	**Reserved Numbers**
First Year Experience/ Freshman Seminar	1111
Internship (ELC)	1939, 2939, 3939, 4939, 5939, 6939
Internship (Department)	1840-1849, 2840-2849, 3840-3849, 4840-4849, 5840-5849, 6840-6849
Candidate for Degree	5940
Practicum or Field Experience/Study	1910-1919, 2910-2919, 3910-3919, 4910-4919, 5910-5919, 6910-6919
Reading Courses	5920-5929, 6920-6929, 7920-7929, 8920-8929
Thesis	5950-5929, 6950-6959, 7950-7959
Project/Report	1960-1969, 2960-2969, 3960-3969, 4960-4969, 5960-5969, 6960-6969, 7960-7969
Dissertation	7990-7999, 8990-8999
Topics Courses	Any other number not listed above as reserved (varies by department)

Course Title (short)	Limited to 29 characters, including spaces; will print on transcripts. The following guidelines apply: - Limited to 29 characters; will print on transcript - Article words should not be used (e.g. the, a, an) - Use roman numeral convention for sequential courses - **Special Topics Courses** must specify "Special Topics" in the title. Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course. - **1111 courses** must be titled "First-Year Seminar"
Course Title (long)	Limited to 140 characters, including spaces. The following guidelines apply: - Limited to 140 characters - All words will be unabbreviated - Article, conjunctions and preposition words may be used

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Course Description	Please limit to approximately 40 words not including before requisites, cross-listings, notes, etc. Should include an overview of the course content but not be as detailed as a course syllabus.
Credit Hours/CEU's:	**Fixed credit** = not editable at the section level **Variable credit** = editable at the section level within the min/max parameters prior to enrollment
Repeatability	Identifies how many times a course can be repeated in a student's career. **Yes** = authorizes students to enroll in a course more than once **No** = students may only successfully complete the course once
Allow multiple enrollment in the same term	**Yes** = permits students to register for more than one section of the course in the same term. Useful for special topics courses. **No** = students may repeat the course but not enroll in more than one section per term.
Total credit hours/CEU's allowed for all repeats	Enter the maximum cumulative credits/CEU's allowed for a course
Default Grading Method	**Letter** = all undergraduate courses (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) **Pass/Fail** = P grade is not included in the GPA; the F grade is included; students are only permitted a certain number pass/fail hours credited toward a bachelor's degree. Study abroad and internships should be pass/fail. Consult with appropriate Associate Dean for specific school/college guidelines. **Non-Credit** = indicates registration on a no-credit basis (only assigned to non-credit courses). **Letter w/IP** = In Progress (only assigned to thesis/dissertation at the graduate level).
Course Component(s)	• May select one or more. • The default course type will auto-populate when scheduling a class. • Contact hours must adhere to the CDHE policy: **BASE CONTACT HOUR**. The faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. The standard measurement for a faculty Base Contact Hour except for the instructional activities listed in Table II is: Semester system term: One Base Contact Hour = a minimum of 750 minutes. This translates to a MINIMUM of fifteen 50-minute hours per semester. See table below.

TABLE I **Contact/Credit Hour Conversion Table**		
INSTRUCTIONAL ACTIVITY	**DEFINITIONS**	**MINIMUM BASE CONTACT HRS FOR ONE CREDIT HOUR**
Lecture	Formal presentation/communication by faculty.	1.0
Recitation: Discussion/Seminar	Two-way (student and faculty) communication of course materials.	1.0
Laboratory: Academic/Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice.	2.0
Laboratory: Vocational/Technical	Instructional activities involving training for employment in a work-like environment with active faculty teaching role.	1.5
Art Studio	Painting, sculpture and other lab-type activities conducted by faculty.	2.0
Field Instruction	Instructional activities conducted by faculty and designed to supplement individual course work.	2.5
Music: Private Instruction	Formal presentation in a one-to-one relationship between student and instructor.	.5
Music: Studio	Band, ensembles, music labs and the like conducted by faculty.	2.5
Physical Education/ Recreation Courses	Physical education and Recreation activities conducted by faculty designed for the development of skill proficiencies.	2.0

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TABLE II STUDENT OUTCOME BASED TABLE		
INSTRUCTIONAL ACTIVITY	**DEFINITIONS**	**CREDIT HOURS**
Thesis/Dissertation	A thesis, which may be research or expository, critical or creative work, required for graduation with a masters' degree. A dissertation, an original investigation showing mature scholarship and critical judgment, demonstrating knowledge of research tools and methods, required for graduation at the doctoral degree level. Thesis and dissertation credits should correlate with the scope and level of research or written work.	Institutionally defined but credit hours allowed must be comparable to similar programs at national levels. In no case should credit be assigned that would cause credit of all types to exceed 30 semester (45 quarter) hours per academic year. Institutions must have written institutional policies and must keep records documenting how the number of credit hours awarded was determined.
Study Abroad	Credit for undergraduate experiences in which a Colorado resident student enrolled at a Colorado public college or university takes courses in a foreign country or a semester at sea. To qualify for state SFTE support, the courses must apply to a student's graduation requirements. Study abroad programs include those in which a student is fully integrated in a foreign university system where they take classes from host country faculty and study with host country students or take courses during special terms taught by the home university or college faculty. All participants in study abroad programs remain enrolled at the College institution and all credit earned while abroad is considered earned in residence. Does not include exchange student study.	Institutionally defined but must be comparable with credit hour limits at other institutions nationally. Institutions must have written institutional policies and must keep records documenting programs offering study abroad and how the number of credits hours awarded was determined.

Internships	Credit hours for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor).	Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.
Student Teaching	Student teaching and practica in which college faculty are actively involved and present in the field.	Institutions should determine the relationship between faculty contact hours and credit hours granted for student teaching activities.
Independent Study or Research	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of research or independent study instruction in pursuit of a CCHE-approved degree program.	Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.
Vestibule Labs	Laboratory instruction in basic skills, which is provided or supervised by faculty, that is designed to improve the academic skills of students with specifically identified deficiencies. The deficiencies may be self-identified or instructor referred. Vestibule lab instruction credit hours are only claimable by community colleges.	Minimum of 1,000 contact minutes in a semester. Vestibule hours require 1.33 contact hours to equal one credit hour.

Guidelines for selecting components:

Type	Definition
Dissertation	A dissertation, an original investigation showing mature scholarship and critical judgment, demonstrating knowledge of research tools and methods, required for graduation at the doctoral degree level. Thesis and dissertation credits should correlate with the scope and level of research or written work
Field Studies	Instructional activities conducted by faculty and designed to supplement individual course work
Independent Study	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of independent study instruction in pursuit of a CCDE-approved degree program.
Internships	Credit hours for placement in business and industry environments that offer degree-seeking students professional level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor)

	Laboratory	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice	
	Lecture	Formal presentation/communication by faculty	
	Main Lab section	Stand alone lab focused on instructional activities conducted by faculty requiring student participation, experimentation, observation or practice	
	Practicum		
	Private Instruction		
	Recitation	Two-way (student and faculty) communication of course materials	
	Research	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of research in pursuit of a CCDE-approved degree program.	
	Seminar		

System-Enforced Requisites	Requisites (prereq/co-req/restrictions) may be placed on courses to systematically enforce enrollment requirements. • Course requisites are designed to ensure that students have the required minimum background for study of the course content. • Proposers should carefully consider which courses or requirements are logically and reasonably necessary for success in the course. • ALL requirements must be listed for the requisite to function properly. • For revisions to existing requisites, include ALL requirements (otherwise only the revisions you list on the form will be used). **Prerequisite**: A prerequisite is a system-enforced course(s) that needs to be taken prior to registration for the next course in the designated sequence. **Co-requisite**: A co-requisite is a system-enforced course(s) that needs to be taken simultaneously with another course. **Restriction**: A restriction is a system-enforced condition restricting enrollment to a specific population. • Example: Restricted to Graduate students only • Example: Restricted to Senior level or higher only • Example: Restricted to Undergrad Chemistry majors
Course Attribute	• Courses using Continuing Education Units instead of Credit Hours should have "CEU"

Default Enrollment Capacity	Identifies the enrollment capacity that will auto-populate when scheduling a class. It may be increased or decreased when class sections are created. If left blank, the default enrollment capacity will be 30.
Do you want to add a topic now?	For topics courses only. • Enter the existing topic number or new Topic Title (max 30 characters, including spaces) • Topics may also be added later using a Class Section Form. • Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course.
Auto-update cross-listed course(s)	If all cross-listed courses belong to the same school/college/program, changes may be requested for all courses using one form.

ACTION REQUEST: REVISE A COURSE

School/College Information	
Select the School/College/Program responsible for this course	You may only submit forms for your own school/college/program
Effective Term	• This is the first term the course is available for scheduling with the requested edits in place • Must be within 3 terms

Request Type	
Revise a Course	Update an existing course/reactivate an existing course • Significant change to title and course description requires a new 4-Digit Course Number
Is this a CU Denver Core course?	Changes to core courses require an acknowledgement (via checkbox) that the CCOC is already aware of the change(s). Do not submit the form unless the CCOC has already been notified.
Is this a cross-listed course?	A cross-listed course is a course taught under more than one prefix. Students choose which prefix in which to enroll. • Cross-listed courses must share identical titles, course descriptions, and credit hours. • Max Hours displayed for each cross-listed class is the total number of hours allowed for all courses completed within a particular cross-listed group.
The other courses in the cross-listed group:	Select one: • Exist and need to be updated as part of this request • Are new and need to be created Both choices will enable the appropriate fields to complete the task selected.
List all courses in this cross-listed group PRIOR to revision	Provide the full list of all courses in the cross-listed group. This will enable us to more easily track changes to cross-listed groups.
Would you like to update all courses in this cross-listed group?	Changes to course title, course description, credit hours, and maximum hours (repeatability) must be consistent for all cross-listed courses. Each school/college/unit is responsible for their own courses. If this cross-listed group contains any courses outside of your school/college/unit, your form will be held until all have been received by the Office of the Registrar. **Yes** = All cross-listed courses will be updated with a single form.

	No = Depending on the type of revisions needed, forms may be held until requests have been submitted for all courses in a cross-listed group.
Course Being Changed	
Current Subject/Prefix	Enter the appropriate subject code within your designated Academic Unit/School/College
Current 4-Digit Course Number	The course number of the existing course
What is changing?	Select all changes. • Classes cannot be active/scheduled for the term the revision is requested. (Exceptions detailed below).

Type of Change	Is this permitted without cancelling active classes for the effective term?
Course Title	No
Course Description	Yes, but only if no students are enrolled
Credit Hours/CEU's	No
Repeatability	Yes, but only if change will not further restrict repeatability *NOTE: A decrease in maximum repeat hours requires a new 4-Digit Course Number*
Add/Update a Requisite	Yes, but only if no students are enrolled or it doesn't further restrict enrollment
Remove a Requisite	Yes
Add/Update a Cross-listing	Yes, but only if no students are enrolled in any of the cross-listed classes
Remove a Cross-listing	Yes, but only if no students are enrolled in any of the cross-listed classes
Subject/Prefix	No
4-Digit Course Number	No
Grading Method	No
Component	No
Add a Topic	Yes
Reactivate	N/A *NOTE: Significant change to title and course description requires a new 4-Digit Course Number*
Other	Depends on the change.

Course Title (short)	Limited to 29 characters, including spaces; will print on transcripts.

	The following guidelines apply: • Limited to 29 characters; will print on transcript • Article words should not be used (e.g. the, a, an) • Use roman numeral convention for sequential courses • **Special Topics Courses** must specify "Special Topics" in the title. Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course. • **1111 courses** must be titled "First-Year Seminar"
Course Title (long)	Limited to 140 characters, including spaces. The following guidelines apply: • Limited to 55 characters • All words will be unabbreviated • Article, conjunctions and preposition words may be used
Course Description	Please limit to approximately 40 words not including before requisites, cross-listings, notes, etc. Should include an overview of the course content but not be as detailed as a course syllabus.
Credit Hours/CEU's:	**Fixed credit** = not editable at the section level **Variable credit** = editable at the section level within the min/max parameters prior to enrollment
Repeatability	Identifies how many times a course can be repeated in a student's career. **Yes** = authorizes students to enroll in a course more than once **No**= students may only successfully complete the course once <table><tr><td>**Allow multiple enrollment in the same term**</td><td>**Yes** = permits students to register for more than one section of the course in the same term. Useful for special topics courses. **No** = students may repeat the course but not enroll in more than one section per term.</td></tr></table>
Add/Update a Requisite	Requisites (prereq/co-req/restrictions) may be placed on courses to systematically enforce enrollment requirements. • Course requisites are designed to ensure that students have the required minimum background for study of the course content. • Proposers should carefully consider which courses or requirements are logically and reasonably necessary for success in the course. • ALL requirements must be listed for the requisite to function properly. • For revisions to existing requisites, include ALL requirements (otherwise only the revisions you list on the form will be used).

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	Prerequisite: A prerequisite is a system-enforced course(s) that needs to be taken prior to registration for the next course in the designated sequence. **Co-requisite**: A co-requisite is a system-enforced course(s) that needs to be taken simultaneously with another course. **Restriction**: A restriction is a system-enforced condition restricting enrollment to a specific population. • Example: Restricted to Graduate students only • Example: Restricted to Senior level or higher only • Example: Restricted to Undergrad Chemistry majors
Remove a Requisite	Removes all system-enforced requisites from the course
Add/Update a Cross-listing	• List the courses being added to the cross-listing group • Then, list ALL of the courses in the cross-listed group, including the new additions *NOTE: If the course you are adding to the cross-listed group is new and needs to be created, that should be done FIRST with a separate form (Create a New Course).*
Remove a Cross-listing	• List the courses being removed from the cross-listing group • Then, list ALL of the courses in the cross-listed group, excluding the removed courses
Subject/Prefix	Enter the appropriate subject code within your designated Academic Unit/School/College
4-Digit Course Number	Enter the new number. See below. • Course numbers cannot be re-used if active within the last 5 years and/or if ever part of a cross-listed course. This policy also includes courses which were renumbered five or more years ago, but the current number remains active. Re-using a previously cross-listed course numbers or numbers historically attached to an active 6-digit course ID is problematic for degree audit if the other cross-listed variants remain active. **Denver Reserved Numbers (see section below)** • 1000-1999 Freshman level • 2000-2999 Sophomore level • 3000-3999 Junior level course • 4000-4999 Senior level course • 5000-6999 First level graduate course and represents students working toward their Master's Degree • 7999-8999 Second level graduate course and represents students working toward a Ph.D.

	*Contact the department course coordinator to see if a number is available

Reserved Course Numbers for Specific Course Types	
Course Type	**Reserved Numbers**
First Year Experience/ Freshman Seminar	1111
Internship (ELC)	1939, 2939, 3939, 4939, 5939, 6939
Internship (Department)	1840-1849, 2840-2849, 3840-3849, 4840-4849, 5840-5849, 6840-6849
Candidate for Degree	5940
Practicum or Field Experience/Study	1910-1919, 2910-2919, 3910-3919, 4910-4919, 5910-5919, 6910-6919
Reading Courses	5920-5929, 6920-6929, 7920-7929, 8920-8929
Thesis	5950-5929, 6950-6959, 7950-7959
Project/Report	1960-1969, 2960-2969, 3960-3969, 4960-4969, 5960-5969, 6960-6969, 7960-7969
Dissertation	7990-7999, 8990-8999
Topics Courses	Any other number not listed above as reserved (varies by department)

Grading Method	**Letter** = all undergraduate courses (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) **Pass/Fail** = P grade is not included in the GPA; the F grade is included; students are only permitted a certain number pass/fail hours credited toward a bachelor's degree. Study abroad and internships should be pass/fail. Consult with appropriate Associate Dean for specific school/college guidelines. **Non-Credit** = indicates registration on a no-credit basis (only assigned to non-credit courses). **Letter w/IP** = In Progress (only assigned to thesis/dissertation at the graduate level).
Component	May select one or more. The default course type will auto-populate when scheduling a class. Contact hours must adhere to the CDHE policy: **BASE CONTACT HOUR**. The faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. The standard measurement for a faculty Base Contact Hour except for the instructional activities

listed in Table II is: Semester system term: One Base Contact Hour = a minimum of 750 minutes. This translates to a MINIMUM of fifteen 50-minute hours per semester. See table below.

TABLE I Contact/Credit Hour Conversion Table		
INSTRUCTIONAL ACTIVITY	**DEFINITIONS**	**MINIMUM BASE CONTACT HRS FOR ONE CREDIT HOUR**
Lecture	Formal presentation/communication by faculty.	1.0
Recitation: Discussion/Seminar	Two-way (student and faculty) communication of course materials.	1.0
Laboratory: Academic/Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice.	2.0
Laboratory: Vocational/Technical	Instructional activities involving training for employment in a work-like environment with active faculty teaching role.	1.5
Art Studio	Painting, sculpture and other lab-type activities conducted by faculty.	2.0
Field Instruction	Instructional activities conducted by faculty and designed to supplement individual course work.	2.5
Music: Private Instruction	Formal presentation in a one-to-one relationship between student and instructor.	.5
Music: Studio	Band, ensembles, music labs and the like conducted by faculty.	2.5
Physical Education/ Recreation Courses	Physical education and Recreation activities conducted by faculty designed for the development of skill proficiencies.	2.0

TABLE II STUDENT OUTCOME BASED TABLE		
INSTRUCTIONAL ACTIVITY	**DEFINITIONS**	**CREDIT HOURS**
Thesis/Dissertation	A thesis, which may be research or expository, critical or creative work, required for graduation with a masters' degree. A dissertation, an original investigation showing mature scholarship and critical judgment, demonstrating knowledge of research tools and methods, required for graduation at the doctoral degree level. Thesis and dissertation credits should correlate with the scope and level of research or written work.	Institutionally defined but credit hours allowed must be comparable to similar programs at national levels. In no case should credit be assigned that would cause credit of all types to exceed 30 semester (45 quarter) hours per academic year. Institutions must have written institutional policies and must keep records documenting how the number of credit hours awarded was determined.
Study Abroad	Credit for undergraduate experiences in which a Colorado resident student enrolled at a Colorado public college or university takes courses in a foreign country or a semester at sea. To qualify for state SFTE support, the courses must apply to a student's graduation requirements. Study abroad programs include those in which a student is fully integrated in a foreign university system where they take classes from host country faculty and study with host country students or take courses during special terms taught by the home university or college faculty. All participants in study abroad programs remain enrolled at the College institution and all credit earned while abroad is considered earned in residence. Does not include exchange student study.	Institutionally defined but must be comparable with credit hour limits at other institutions nationally. Institutions must have written institutional policies and must keep records documenting programs offering study abroad and how the number of credits hours awarded was determined.

Internships	Credit hours for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor).	Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.
Student Teaching	Student teaching and practica in which college faculty are actively involved and present in the field.	Institutions should determine the relationship between faculty contact hours and credit hours granted for student teaching activities.
Independent Study or Research	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of research or independent study instruction in pursuit of a CCHE-approved degree program.	Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.
Vestibule Labs	Laboratory instruction in basic skills, which is provided or supervised by faculty, that is designed to improve the academic skills of students with specifically identified deficiencies. The deficiencies may be self-identified or instructor referred. Vestibule lab instruction credit hours are only claimable by community colleges.	Minimum of 1,000 contact minutes in a semester. Vestibule hours require 1.33 contact hours to equal one credit hour.

Guidelines for selecting components:

Type	Definition
Clinical	
Conference	
Dissertation	A dissertation, an original investigation showing mature scholarship and critical judgment, demonstrating knowledge of research tools and methods, required for graduation at the doctoral degree level. Thesis and dissertation credits should correlate with the scope and level of research or written work
Field Studies	Instructional activities conducted by faculty and designed to supplement individual course work
Independent Study	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of independent study instruction in pursuit of a CCDE-approved degree program.

	Internships	Credit hours for placement in business and industry environments that offer degree-seeking students professional level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor)
	Laboratory	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice
	Lecture	Formal presentation/communication by faculty
	Main Lab section	Stand alone lab focused on instructional activities conducted by faculty requiring student participation, experimentation, observation or practice
	Practicum	
	Private Instruction	
	Recitation	Two-way (student and faculty) communication of course materials
	Research	Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of research in pursuit of a CCDE-approved degree program.
	Seminar	
Add a Topic	For topics courses only. - Topics may only be added to courses with "Topics" in the course title, unless topics have been assigned historically. - Enter the existing topic number or new Topic Title (max 30 characters, including spaces) - Topics may also be added later using a Class Section Form. - Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course.	
Reactivate	Significant change to title and course description requires a new 4-Digit Course Number	
Other	Please provide a detailed description of "other" revision(s) needed	

ACTION REQUEST: DEACTIVATE A COURSE

School/College Information	
Select the School/College/Program responsible for this course	You may only submit forms for your own school/college/program
Effective Term	• This is the first term the course is available for scheduling with the requested edits in place • Must be within 3 terms

Request Type	
Deactivate a Course	Request to deactivate a course because it will no longer be taught. The following guidelines apply if a course is inactivated: • Submit a new Course Proposal form to 'reactivate' this course if it has the exact title and description • Course numbers cannot be re-used if active within the last 5 years and/or if ever part of a cross-listed course. This policy also includes courses which were renumbered five or more years ago, but the current number remains active. Re-using a previously cross-listed course numbers or numbers historically attached to an active 6-digit course ID is problematic for degree audit if the other cross-listed variants remain active.
Is this a CU Denver Core course?	Changes to core courses require an acknowledgement (via checkbox) that the CCOC is already aware of the change(s). Do not submit the form unless the CCOC has already been notified.
Is this a cross-listed course?	A cross-listed course is a course taught under more than one prefix. Students choose which prefix in which to enroll. • Cross-listed courses must share identical titles, course descriptions, and credit hours. • Max Hours displayed for each cross-listed class is the total number of hours allowed for all courses completed within a particular cross-listed group.
List all courses in this cross-listed group	Provide the full list of all courses in the cross-listed group. This will enable us to more easily track changes to cross-listed groups.
Remove this course as a cross-listing for the other remaining courses in this group?	Deactivated courses keep the cross-listing information in the course description, however the remaining active courses need the inactive course removed. Each school/college/unit is responsible for their own courses. If this cross-listed group contains any courses outside of your school/college/unit, your form will be held until all have been received by the Office of the Registrar.

	Yes = All cross-listed courses will be updated with a single form.
	No = Selecting "NO" requires a separate form for each course in the cross-list group. Changes will be put on hold until all forms have been received.
Deactivate a Course	
Subject/Prefix	Enter the appropriate subject code within your designated Academic Unit/School/College
4-Digit Course Number	The course number of the existing course being deactivated