

UNIVERSITY OF KANSAS MEDICAL CENTER

DATE _____

RECOMMENDATION FOR CURRICULAR CHANGE

From _____
Department or Committee

Signature of Chairperson

This is request for: _____ New course
 _____ Change in course listing
 _____ Cross listing of course
 _____ Deletion of course (includes full description in 2 below)

Effective date

1. **PROPOSED COURSE DESCRIPTION.** In all cases (except for course deletions) state course as you wish it listed in catalog, giving department, number, title, credit, description, and prerequisite. See **SAMPLE** below for accepted format.

SAMPLE:

Econ. 701 (201). INTERMEDIATE MACROECONOMICS. (3) National income accounting and measurements: quantitative methods of forecasting aggregative economic conditions; analysis of monetary, fiscal, and other stabilization techniques with special reference to the problems of economic stability and growth. Prerequisite: An introductory course in macroeconomics.

Type proposed course within area outlined	Type:
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2. **FORMER COURSE DESCRIPTION.** Provide complete former course description and indicate the change requested: _____ Number, _____ Title, _____ Credit, _____ Prerequisite, _____ Course description, _____ Course deletion, _____ Other.

Type former course description within area outlined	
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3. **STATE REASONS FOR REQUEST IN FULL.** (Use reverse, if necessary, to complete.)

4. IF OTHER DEPARTMENTS ARE INVOLVED IN THE PROPOSED CURRICULAR CHANGE, ATTACH SUPPORTING STATEMENTS FROM SUCH DEPARTMENTS TO THIS FORM.

INSTRUCTIONS FOR FILLING-OUT
RECOMMENDATION FOR CURRICULAR CHANGE FORM

1. Use both new and old numbers, placing the old number in parentheses. For a completely new course, only a new number needs to be assigned.
2. Omit semester in which course is to be offered unless this information is important, in which case include in course description.
3. Provide information on instructor of proposed course. (Attach curriculum vitae if possible.)
4. Omit extraneous phrases in description such as "this course is designed to...."
5. Unless a specific course is necessary as a prerequisite, please suggest general course content such as "a course in pharmacology." This will eliminate the necessity of constantly checking prerequisites.
6. Attach detailed outline of course content

For your information, seven levels have been defined for the new course numbering system. The levels, their definitions, and the relation between the old and new numbers are given below:

LEVELS	OLD NUMBERS	NEW NUMBERS	DEFINITION
I		000 - 099	No Credit Courses
II	1 - 49	100 - 299	Lower Division, undergraduate Designed as freshmen and sophomore classes.
III	50 - 99	300 - 499	Upper Division, undergraduate Designed as junior and senior classes.
IV	100 - 199	500 - 699	Upper Division, undergraduate Primarily for juniors and seniors but including some Graduate I students
V	200 - 299	700 - 799	Graduate and upper division. For Graduate I students primarily, but including some undergraduates.
VI		800 - 899	Designed primarily for Graduate I students. No undergraduates in this level.
VII	300 - 399	900 - 999	Designed primarily for Graduate II students. No undergraduates at this level.

NOTE: The number given at the end of the course in the forthcoming College catalog (114 1 19 05, for example) may be interpreted as follows:

114 is the number of the course

1 is the type of course. The Department should indicate the "type of course" at the bottom of course description box according to the following classifications:

1 = Laboratory Courses
2 = Experimental Courses
3 = Appointment Courses

4 = Thesis, Dissertation, and Individual Research
5 = Activity Courses
9 = Seminars and Colloquia
0 = Other

19 is the category (i.e., physical science)
05 is the subcategory (i.e., chemistry)

The Department does not need to assign this number: it is established by and for the use of the Registrar's office in compiling statistics for the Higher Education General Information Survey.