Course Inventory “How To”

In order to propose a change or an addition of a course to the course inventory you will need to do the following:

- Contact your department’s representative
- Download the CNS Change in Course Inventory Request form from the Office of Records and Initiatives website [http://cns.utexas.edu/deans-office/curriculum-programs/academic-records/course-a-curriculum](http://cns.utexas.edu/deans-office/curriculum-programs/academic-records/course-a-curriculum)
- Receive approval from your department.
- Contact Kim Williams (232-1052) to request a presentation time on the next C&C agenda.
- Submit the change request to Kim at kdwilliams@austin.utexas.edu.
- Present the proposal to the CNS Course & Curriculum Committee.

Course Inventory changes are processed by the Registrar’s office beginning September 1 through November 1. The changes take effect the following fall semester. (e.g. new courses proposed by November 1, 2010 will be added to the course inventory Fall 2011).

Some minor changes can be made to existing courses April 15-May 15, with those changes taking effect the following spring. Examples include changes to restrictive statements, subject-matter descriptions, and prerequisites.

What you need to do at the department level to propose changes to the course inventory:

A. The following needs to be included on the Course Inventory Change Request form:

- What content will be covered by the course?
- Is the course the same-as another course in a different field of study? Same-as courses are identical in every way, they have the same title, the same prerequisite, etc; and they meet together.
- Can this course be counted if another similar course has already been taken?
- Will the course have a prerequisite?
- What, if any, restrictions will be attached to the course? Restrictive statements define or limit the population for whom a course is intended. They are different than prerequisites. (e.g. For Chemistry majors only.)
- What will the course title be? (Be careful not to make the course title more than xxx characters if possible. This will avoid strange abbreviations in the course schedule.)
- What will the course number be? (A link to available course numbers is available on the College’s C&C committee webpage listed above.)
- What will the contact hours be? Including lecture, lab, and discussion sections?
- What will be the number of hours of credit a student will earn upon completion of the course?
- Can the course be repeated for credit?
- Will the course be offered on the pass/fail basis only?
B. Things that you need to think about when Proposing a New Course to be added to the course inventory:

- Has this course been offered before?
- Has the course been offered as a topics course?
- Is the course replacing another course?
- Will the course apply to any degree requirements?
- Is this a non-majors course?
- How often will the course be offered? Fall only? Spring only?
- What will the expected enrollment be per semester?
- Who are the instructors who will teach the course?

C. Things that you need to think about when Dropping a Course from the inventory:

- Will the course be replaced by another course?
- Will dropping the course from the inventory affect any specific degree requirements, either in your own department or others?
- Is the course the same-as another course in a different field of study? If so, the other department needs to be notified.
- Is this a non-majors course?

After your inventory change request has been approved by your department’s committee, contact Kim Williams in the Office of Records and Initiatives to request to be added to the next College Course and Curriculum committee’s agenda. (kdwilliams@austin.utexas.edu or by phone 232-1052)

Submit the CNS Course Inventory Change Request form to Kim in the Office of Records and Initiatives no later than three days prior to the scheduled meeting date.

The College Course and Curriculum committee meets regularly throughout the academic year to ensure that all changes are submitted by the annual university deadlines. Meeting dates and agenda are posted on the Academic Records website.

If the inventory change request is approved by the college committee, your department representative will be asked to submit the web-based inventory request form during the submission period set by the Registrar’s Office (Sept 1-Nov 1).