

## COURSE INVENTORY FORM

**Effective Term** (Enter the year):      Spring \_\_\_\_\_      Summer \_\_\_\_\_      Fall \_\_\_\_\_

**Term(s) course will be offered** (Check all that apply):    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Summer \_\_\_\_\_

**Action Requested:**    \_\_\_ Add      \_\_\_ Change      \_\_\_ Discontinue

**College:** \_\_\_\_\_ **Division:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Subject Code & Course Number:** \_\_\_\_\_ / \_\_\_\_\_ **Course Level:** \_\_\_\_\_

*NOTE: Subject code should be 4 letters (Example: CHEM or NUDT). Course # should consist of 3-4 characters (Example: 185 or 185C). If this is a lecture with a separate co-req lab, please use a separate CIF for the lab.*

**Course Title:** \_\_\_\_\_

**Credit Type:**    \_\_\_ Normal Credit      \_\_\_ Total # of credits

                         \_\_\_ Variable Credit      \_\_\_ Minimum Credit Hour      \_\_\_ Maximum Credit Hour

**Grading:**      \_\_\_ Standard      \_\_\_ Pass/Fail      \_\_\_ Both

**Contact Hours:** \_\_\_\_\_ (*15 contact hours required per 1 credit course*)

**List all possible durations** (If not standard 15-wk. or 6-wk. terms):

\_\_\_\_\_

**Instructional Method:**    \_\_\_ Face-to-Face    \_\_\_ Blended/Hybrid    \_\_\_ Online    \_\_\_ Emergency Remote Instruction

**Schedule Type** (Choose only one):

\_\_\_ DIR (Directed Study)                      \_\_\_ LPR (Combined Lecture/Practicum)                      \_\_\_ LAB (Laboratory)

\_\_\_ LLB (Combined Lecture/Lab)                      \_\_\_ **Lecture**    \_\_\_ **Practicum**                      \_\_\_ THE (Thesis)

                         \_\_\_ **Lecture**    \_\_\_ **Lab**                      \_\_\_ IND (Independent Study)                      \_\_\_ LEC (Lecture)

\_\_\_ HYB (Hybrid-Blended)                      \_\_\_ RSH (Research                      \_\_\_ STU (Studio)

\_\_\_ ICA (Informal Credit Activities)                      \_\_\_ INT (Internship)

\_\_\_ PRA (Practicum)                      \_\_\_ SEM (Seminar)

1. **Pre-requisite:** \_\_\_\_\_

2. **Co-requisite:** \_\_\_\_\_

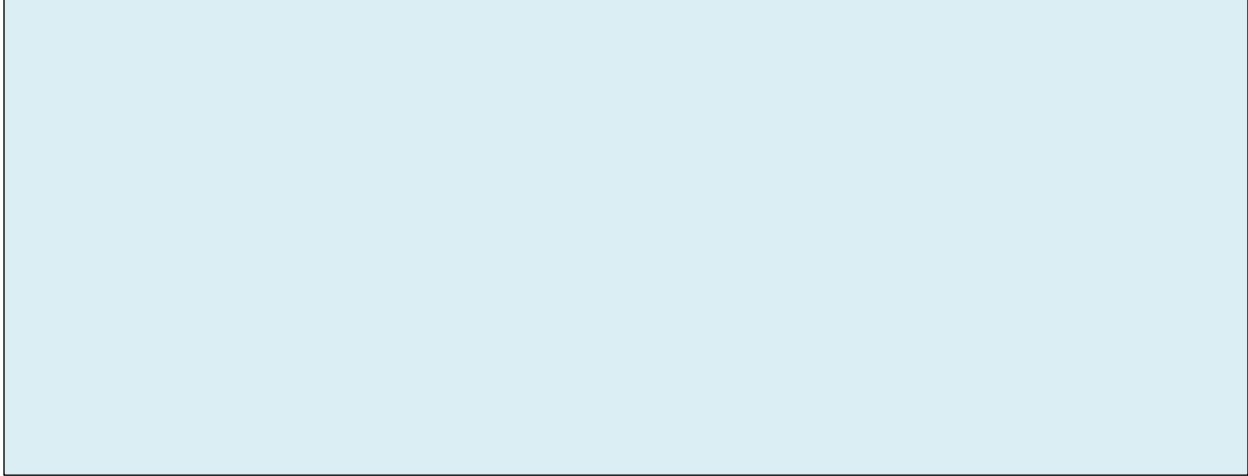
3. **Equivalent Course:** \_\_\_\_\_

4. **Repeats allowed for previous failing grade or for credit:** \_\_\_\_\_

5. **If there is a minimum grade required to pass the course, please specify or it will default to D grade:**

\_\_\_\_\_

6. **Course Description:** If more space is needed, please attach to a separate sheet.



\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Committee Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAL Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of the Chief Academic Officer

\_\_\_\_\_  
Date

**Date submitted to CAO Office:** \_\_\_\_\_

**Date submitted to Office of the Registrar:** \_\_\_\_\_

**NOTE: CIFs can only be processed in the fall term, and no changes are made during the middle of a semester.**