

# University of South Carolina Upstate

## Change in Catalog Course Listing Directions

**\*Academic Unit:** \_\_\_\_\_

### Academic Unit Selection:

Fine Arts and Communication Studies  
History, Political Science, Philosophy, and American Studies  
Informatics  
Languages, Literature and Composition  
Languages, Literature and Composition  
Natural Sciences and Engineering  
Psychology  
Sociology, Criminal Justice, and Women's Studies  
School of Education  
George Dean Johnson Jr. College of Business and Economics  
Mary Black School of Nursing

**\*Discipline, code #, and course number:** \_\_\_\_\_

### Discipline and Code # Selection:

African American Studies (101)  
American Studies (002)  
Art Education (320)  
Art History (105)  
Art Studio (104) Graphic Design (171)  
Biology (106)  
Business Administration (991) Accounting (205), Economics/Finance (228), General Business (991), Marketing (225)  
Chemistry (109)  
Child Advocacy Studies (092)  
Commercial Music (501)  
Communication (640) Electronic Media (620), Journalism (600), Speech (762), Theater (110)  
Computer Information Systems (132)  
Computer Science (108)  
Criminal Justice (587)  
Early Childhood (311)  
Elementary Education (310)  
English (115)  
Engineering Technology Management (430)  
Experimental Psychology (160) Psychology (060)  
Film Studies (871)  
French (043)  
German Studies (055)  
History (136)  
Information Management and Systems (170)  
Interdisciplinary Studies (910)  
International Studies (139)  
Jazz Studies (166)  
Mathematics (145)  
Middle Grades (312)  
Non-Profit (994)

Nursing (050)  
Philosophy (090)  
Physical Education (329)  
Political Science (157)  
Religion (003)  
Sociology (175)  
Spanish (184)  
Secondary Education (373)  
Special Education Learning Disabilities (386)  
Speech Communication (540)  
Women & Gender Studies (222)

\***CIP code**—Go to: [CIP Codes](#)

\***Implementation semester/year**: State Fall, Spring, or Summer and year the proposed change will go into effect.

\***Catalog page number and Catalog edition**: State the catalog edition in effect at the date this proposal is submitted.

\***Current course description** (as it appears in the catalog; include prefix, course number, course title, credit hours, description, and prerequisites or corequisites):

Copy/include all information provided in the catalog listing.

### *Guidelines for Course Descriptions*

\***Proposed change** (Complete for all changes except delete course; list description as it will appear in the catalog; include prefix, number, title, credit hours, description, and prerequisites and or corequisites):

The following course description is used as an example for identifying each component of a course description defined below.

**AFAM U201. Introduction to African American Studies (3)** An introduction to the methods and themes of African American Studies. Topics include the development of the discipline, major frameworks, research and writing in the subject area. Prerequisite: ENGL U102.

\***Prefix** = **AFAM** (in bold font)

A four-letter prefix precedes each course number. Each discipline in the University uses a specific prefix to designate courses within that discipline.

\***Course number** = **U201**. (in bold font—followed by a period)

Each course is identified with a three-digit number. The tens place digit and the ones place digit are used by disciplines to organize courses in logical sequence or in clusters.

All University of South Carolina Upstate course numbers start with the letter “U”.

Courses from 1 to 599 may be taken for undergraduate credit and are available at different levels for undergraduate students.

Courses numbered from 101 through 299 are primarily taken by students with freshmen and sophomore standing.

Courses numbered from 200 through 399 are primarily taken by students with sophomore and junior standing

Courses numbered from 300 through 499 are primarily taken by students with junior and senior standing.

Courses numbered from 400 through 599 are primarily taken by students with senior standing.

Upper division courses are numbered from 300 to 599.

With consent of the advisor, a student may take courses numbered above or below the level normally taken by that student's class (freshman, sophomore, junior or senior).

Generally, course prerequisites should be numbered with a lower number than the course for which it is a prerequisite.

*If you are changing the course number, place an X next to "Number" in the Nature of change section of the form and write the new number on the provided line.*

\* **Course title = Introduction to African American Studies** (in bold font)

*If you are changing the course title, place an X next to "Title" in the Nature of change section of the form and write the new title on the provided line.*

The title is limited to 30 characters. *If you are changing the title also write the title as it is to be listed in the schedule in the boxes provided.*

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\* **Credit hours = (3)** (in parenthesis and bold font)

*If you are changing the course credit hours, place an X next to "Credit" in the Nature of change section of the form and write the new credit on the provided line.*

If the change of credit hours alters a program of study, submit the Change in Program proposal with the Change in Catalog Course Listing proposal.

\* **Description** = An introduction to the methods and themes of African American Studies. Topics include the development of the discipline, major frameworks, research and writing in the subject area.

*If you are changing the course description, place an X next to “description” in the Nature of change section of the form and write the new description in the space provided under “proposed change”. Be sure to include all components—prefix, number & period, title, credit hours in parenthesis, description and prerequisites and or corequisites. The first four elements appear in bold type.*

Here are additional rules for writing a description:

1. The description begins with a sentence fragment which summarizes the course content. (E.g., *An introduction to the methods and themes of African American Studies*)
2. A second complete sentence may be used to provide more detail. Verb tense must be present. (E.g., *Topics include the development of the discipline, major frameworks, research and writing in the subject area*)
3. Among the words and phrases to avoid are the following: “This course” “a course” “will be discussed” “study of” “designed to” “an examination of” “students” “examines” “an analysis of”.
4. Do not repeat title in description.
5. Statement of the number of hours per week that a course meets should be avoided when it is the same as credit hours.

\* **Prerequisites or corequisites** = ENGL U102

*If you are changing the prerequisite and or corequisite, place an X next to “Course prerequisite” and or “course corequisite in the Nature of change section of the form and write the proposed the prerequisite and or corequisite on the provided line. Be sure to include the entire prerequisite and or corequisite as it is to appear in the catalog.*

All University of South Carolina Upstate course numbers start with the letter “U”.