CATALOG EDITING IN COURSELEAF

2014-2015 Catalog
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Adding a Course

- Adding experimental courses.
- Adding subheads to an existing course.
- Use the Propose New Course button.
Cross-listed Courses

- Department with responsibility for teaching the course has authority to edit.
- New cross-lists will show as “Course Not Found” until catalog is published.
- Cross-listed course updates will show when the catalog is published.
Dual-listed Courses

• Graduate College approval needed **BEFORE** adding a dual–listed course to the catalog.
• Indicate approval date in justification field.
• Dual list 400-500 level courses.
• Last two digits, titles, and descriptions must match.
### Lower portion of new course screen

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lecture/Recitation Hours</th>
<th>Lab/Studio Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Type</td>
<td>Credit Hours</td>
<td>Maximum Credit Hours</td>
</tr>
<tr>
<td>Select...</td>
<td>Select...</td>
<td>Options</td>
</tr>
<tr>
<td>Select...</td>
<td>Fixed</td>
<td>Term to Term (T)</td>
</tr>
<tr>
<td>Select...</td>
<td>R Credit</td>
<td>Within Term (W)</td>
</tr>
<tr>
<td>Select...</td>
<td>Variable</td>
<td></td>
</tr>
<tr>
<td>Select...</td>
<td>Arranged</td>
<td></td>
</tr>
</tbody>
</table>

#### Course Details

- **Repeatable?**: Check box
- **Maximum Repeat**: Use drop-down menu to select
  - Credits (C)
  - Times (T)
Semester Offered options:

New for 2014-15 catalog by decision from the Faculty Senate Curriculum Committee

Alternate years no longer have a specific year.
### Prerequisites

| ENGL 250 |

### Description

DO NOT INCLUDE:
- instructor name
- Non-major graduate credit
- Satisfactory/Fail Only
- Meets D/IP ....
- "Only one of...."

### Graduation Restrictions

will be printed in the catalog....this field is used for DARS and graduation evaluation.

(ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)

### Table

<table>
<thead>
<tr>
<th>Non-major Graduate Credit</th>
<th>Satisfactory/Fail Only</th>
<th>Meets U.S. Diversity Requirement</th>
<th>Meets International Perspectives Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
If this course has been offered experimentally, list the terms it has been offered: (ex. Fall 2004, Summer 2005, Fall 2005)

What is the justification for proposing the course at this time?

(Will not appear in the catalog description)

200 characters remaining

300 characters remaining
Experimental Courses

- *Not* automatically added to the catalog.

- Must be offered successfully the fall semester prior to catalog publication. Fall 2013 experimental courses can be added to the 2014-2015 catalog.

- **Disclaimer:** Colleges or departments may have additional restrictions or requirements.
Suggestions for adding an experimental course:

- Go to the experimental course web site: www.registrar.iastate.edu/facultystaff/courses/expllistings
- Copy text from the course you want to add.
- Paste in the description field.
- Pull out portions to populate the other fields.