

## Master Course Catalog Change Form (MCCCF) Instructions

<b>1.</b>	<b>Prefix &amp; Course Number</b>	All course numbers are three numeric digits and may include up to an additional three alphanumeric characters. Undergraduate course numbers are between 100-499. Graduate course numbers are between 500-599.
<b>2a.</b>	<b>Transcript Title</b>	30 characters or less including spaces prints on the SSU official transcript. Please include a preferred abbreviated title to print on the official transcript.
<b>2b.</b>	<b>Catalog Title</b>	The catalog title should reflect the content of the course and clearly communicate the course learning outcomes. When developing titles, please keep in mind audience (e.g. graduate programs and potential employers).
<b>3.</b>	<b>Unit Value</b>	CSU <a href="#">Coded Memo AA-2011-14</a> defines a credit hour. SSU courses have unit values between one and ten. SSU does not offer courses with partial unit values.
<b>4.</b>	<b>Grade Mode</b>	Two grade modes are available. Traditional Grades A,B,C,D,F and Non-traditional Grades Cr/NC. Programs can specify a set grade mode for a course or give students the option to choose their preferred grade mode.
<b>5.</b>	<b>GE Category (If Any)</b>	Approval to meet a specific GE category requires that a General Education Proposal be submitted in addition to the MCCCF.
<b>6.</b>	<b>CS Number</b>	Courses must have one and may have more than one CS number <a href="#">CS Number Definition</a> .
<b>7.</b>	<b>Teaching Mode</b>	Face-to-Face, Hybrid, and/or Online Teaching modes are available at SSU. <a href="#">Online and/or Hybrid Instruction Definition</a> .
<b>8.</b>	<b>Request Articulation</b>	Lower division courses may be eligible for articulation with junior college campuses. Check the box if you are interested in reviewing possible articulation options.
<b>9.</b>	<b>Units Per CS#</b>	Please specify the units applied to each CS Number listed.
<b>10.</b>	<b>Typically Offered</b>	Typically offered should communicate to students when to expect to take a course during their academic career. Ideally, courses are offered at least once every two years so students have at least one opportunity to take the course.
<b>11.</b>	<b>Course Description</b>	Course descriptions should accurately reflect the content of the course and be no more than 50 words excluding administrative notes such as teaching mode, GE category, and requisites. When developing course descriptions, please keep in mind audience (e.g. graduate programs and potential employers).
<b>12a.</b>	<b>Enrollment Requisites</b>	Requisites including pre-requisites & co-requisites may include, but are not limited to, major/minor declaration, completion of prior courses, student standing (e.g. juniors & seniors only), and instructor/department consent.
<b>12b.</b>	<b>Repeatability</b>	Programs may give students the option to repeat a course for additional units. If repeatable, programs should specify how many times a student can repeat the course and any limitations. If not specified as repeatable for credit, students may only take a course once for credit. Repeatability for credit is different from repeatability for grade replacement or grade averaging <a href="#">Undergraduate Repeat Policy</a> .
<b>13</b>	<b>Justification</b>	The justification should focus on how the course addition, change, or deletion benefits the program, school, and university.
<b>14</b>	<b>Impact of New, Changed, or Deleted Course</b>	Describe how the course fits into the curriculum and the impact of adding, changing, or deleting the course. Include how the course fits into the Academic Requirements Report (ARR) and where in the ARR the course appears. If multiple programs use the course, please detail how each program is impacted.
<b>15</b>	<b>Delete</b>	Deleted courses will be inactivated and will no longer be available.