Modify Course Action Proposal (CAP)

Faculty start the course process by utilizing a CAP Initiation Form. These forms can be digital (Qualtrics) or the .PDF. This will be a choice between the faculty member and the Originator. Faculty need to fill these out fully before giving them to Originators. Any questions about missing information on the worksheets please follow up with that faculty member.

Provide the following information – along with the old and the new syllabus. Attach USP 2015 forms, if applicable.

If the course prefix or course number are changing - that is a new course and you will want to fill out the New Course Action Proposal (CAP) form.

Initiating Faculty Name:

Faculty Email Address:

Course Prefix:

Course Number:

1. Course Title

Current Course Title Catalog:

Current Course Title Short Version Banner: (30 characters or less including spaces, shows in Banner and WyoWeb):

Proposed Course Title Catalog (if different):

Proposed Course Title Short Title Banner (if different): (30 characters or less including spaces, shows in Banner and WyoWeb):

2. Course Description

Current Course Description:

Proposed Course Description (if Different) (Max 50 Words and must be the same in the syllabus):

3. 2015 USP Designation

Current course 2015 USP Designation (s):

Proposed course 2015 USP Designation (s) (if different):

4. **Credit Hours**

Current Credit Hours – Fixed or Variable?

Proposed Credit Hours – Fixed or Variable?

Current Credit Hours Low (least credit hours a student can take in a semester):
Current Credit Hours High (most credit hours a student can take in a semester):
Current Credit Hours Max (most credit hours a student can take in an academic career):

Proposed Credit Hours Low (least credit hours a student can take in a semester):
Proposed Credit Hours High (most credit hours a student can take in a semester):
Proposed Credit Hours Max (most credit hours a student can take in an academic career):

5. Dual listed or Cross listed:

If any, which courses are Dual listed (4000-5000) with the proposed course? (Prefix and Number)

If any, which courses are Cross listed (two or more departments) with the proposed course? (Prefix and Number)

6. Prerequisites

If any, what are the current Course Prerequisites: (Please use brackets and (and/or) language. Example: (ARE 3110 and ARE 4200) or ARE 4260. (For 3000+ prerequisites encouraged)

If any, what are the new Course Prerequisites: (Please use brackets and (and/or) language. Example: (ARE 3110 and ARE 4200) or ARE 4260. (For 3000+ prerequisites encouraged)

Do you want Banner to automatically enforce your perquisites? (If you chose to not enforce in Banner, the prerequisites will show up in the catalog, but won't be automatically enforced.)

7. **Course Restrictions**

Would you like to restrict enrollment, and if so, by what criteria? (e.g. Major, Department, Field of Study, Class, Level, Program)

8. **Grade Mode** (Letter Grade OR Satisfactory/Unsatisfactory):

9. **Activity Type** (Lecture, Lab, Internship, ect):

Will any extra material resources be required? (Space, equipment, travel, support budget, library holdings, ect.):

What personnel resources will be required? (Is there instructional capacity available? Will more be needed? Explain.):

What is the impact on other courses? (Will any courses be taught less, discounted, etc.)?

How does this course resemble or overlap with existing courses in content title, if at all? If there is substantial similarity with any other class, how does the proposed course differ?

Additional notes or information not covered on this form