

Return completed form to:
 Statewide Course Numbering System
 Florida Department of Education
 325 West Gaines Street, Room 1454
 Tallahassee, Florida 32399-0400
 (850) 488-6402, SunCom 278-6402

Florida Department of Education
 Statewide Course Numbering System
 NEW COURSE TRANSMITTAL FORM
 (See instructions on reverse side)

PART I: NEW COURSE INFORMATION TO BE COMPLETED BY THE INSTITUTION

Institution Name	Institution Code	Instructional Unit or Department
Recommended SCNS Course Identification: Discipline (SMA) _____ Prefix _____ Level ____ Course Number _____ Lab Code ____ Institution's Course Title: _____		
Effective Date (first date course will be offered): _____		
Amount of Credit:	Type of Credit:	<input type="checkbox"/> College <input type="checkbox"/> College Prep <input type="checkbox"/> Vocational (PSAV) <input type="checkbox"/> Vocational Prep
Total Clock Hours:		
Course Description (Course syllabus must be attached.):		
Prerequisites:		
Corequisites:		
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree.		
		Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree Type (Mark all that apply): <input type="checkbox"/> V.C. (PSAV) <input type="checkbox"/> A.T.C. <input type="checkbox"/> A.A. <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> A.T.D. <input type="checkbox"/> A.A.S. <input type="checkbox"/> Baccalaureate _____ <input type="checkbox"/> T.C. <input type="checkbox"/> A.S. <input type="checkbox"/> Graduate _____		Gordon Rule Course? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____ Number of Words _____
General Education Requirement (check all applicable): <input type="checkbox"/> Communications <input type="checkbox"/> Math <input type="checkbox"/> Social Sciences <input type="checkbox"/> Humanities <input type="checkbox"/> Natural Science		
Category of Instruction: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Name of Faculty Contact and Telephone Number		Signature of Institution Contact Date Signed

PART II: TO BE COMPLETED BY FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code):	
If not the same as recommended by institution, please explain:	
SCNS Course Title (if new)	
Decade Title (if new)	
Century Title (if new)	
Signature, Faculty Discipline Committee Representative	Date

PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff	Date Entered	Correspondence Number
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NEW COURSE TRANSMITTAL FORM
Instructions for Completion of Part I

The New Course Transmittal Form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. Institutional RECOMMENDATIONS regarding prefixes and course numbers for new courses.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for use by the faculty discipline coordinator in reviewing and assigning a prefix and course number.

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I of this form must be completed before it is forwarded to the Florida Department of Education (DOE).

The following instructions and definitions are provided to clarify items to be completed on the New Course Transmittal Form.

Institution: Normally, an institution acronym is adequate. An institution having a nonunique acronym should provide the institution's name.

Institution Code: Postsecondary institutions should indicate the Institution Code which can be obtained from the SCNS Institution Contact or the SCNS Handbook.

Instructional Unit or Department: Academic unit responsible for teaching the course.

Recommended SCNS Course Identification: (Subject to approval by the appropriate Faculty Discipline Committee Coordinator based on SCNS taxonomy and course classification system.)

Discipline (SMA): A three digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS Handbook.

Prefix: A three letter code indicating placement of a course within the discipline.

Level: A one digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institution policy.

Course Number: A three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course.

Institution's Course Title: The title of the course as it is to appear in the catalog.

Effective Date: Provide month, day, and year of term in which the course will first be offered.

Type and Amount of Credit: The type and amount of credit are regulated by Rule 6A-10.033, FAC. The number of credits should be entered in the blank that indicates the amount of credit. An "x" should be used to indicate the type of credit.

Total Clock Hours: The total clock hours of student contact for vocational credit courses only.

Course Description: Provide a brief narrative description of the content of the course. A course syllabus including a course outline of major topics must be attached.

Prerequisites: Indicate prefix and number or content of courses and other requirements which must be satisfied prior to enrollment in this course.

Corequisites: Indicate prefix and number or content of courses and other requirements which must be taken concurrently with this course.

Faculty Credentials: Indicate yes or no if the faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree.

Degree Type: Mark all appropriate categories. V.C. - Vocational Certificate (Postsecondary Adult Vocational); A.T.D. - Applied Technology Diploma; T.C. - Technical Certificate; A.T.C. - Advanced Technical Certificate; A.A.S. - Associate in Applied Science; A.S. - Associate in Science; A.A. - Associate in Arts. For category of "Other," describe the intended registrants; e.g., law enforcement officers, registered nurses, retail merchants, etc.

Gordon Rule: Does this course satisfy the Gordon Rule requirements (Rule 6A-10.030, FAC)? If "Yes," provide the number of words (if applicable).

General Education Requirement: If this course is part of the 36 hour general education requirement, mark all applicable subject matter area(s): communications, mathematics, social sciences, humanities and/or natural sciences.

Category of Instruction: Introductory courses are those which require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Name, Faculty Contact, and Telephone Number: The name and telephone number of the person who can be contacted if there is a question concerning this course.

Signature of Institution Contact: All forms must be signed and dated by the institution's designated SCNS Contact.

DO NOT COMPLETE Parts II and III.

Should you have questions concerning the completion of this form, please call your Institution Contact or call the SCNS staff at (850) 488-6402 or SunCom 278-6402.