The academic department submits a proposal for a new course to the college faculty committee. Once the course proposal is approved, it then goes to the GR/UG Councils to determine if the course is appropriate. The necessary signatures are obtained and it is then sent back to the submitting department. From there the proposal is sent to the State (SCNS) and when approved, forwarded to the University Registrar’s Office. The URO must create the course in Catalog, before a section and be created. When the course data is entered into Banner, all parties will be notified when sections can be created.

**Grade Mode**

The grade modes are identified in the Course Proposal Process; sections must adhere to course master. Changes to the grade mode beyond what is listed on the course master must be vetted through Undergraduate or Graduate Council.

Currently the grading options are Continuing Registration, Regular, and S/U Only. S/U Grade System: Certain courses have been designated as S/U courses. The "S" and "U" grades are used to indicate the student's final grade. These S/U only courses are identified with (S/U only) after the course definition in this catalog. Mechanism for Assigning S/U Grades “S” and “U” grades are not computed in the student’s GPA.

The method by which a student receives an “S” or “U” grade in an option course will consist of the following:

- A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if they wish to take the course on an S/U basis.

- The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar “S” or “U” consistent with the following:
  - Letter grade, A, B, C, or C- shall be equivalent to a letter grade of “S.”
  - Letter grades D or F shall be equivalent to a letter grade of “U.”

**Schedule Type**

Schedule types are identified in the Course Proposal Process. Changes to Schedule Type beyond what is listed on the course master must be vetted through Undergraduate or Graduate Council. All sections inherit this Schedule Type, so careful consideration should be given to this selection.

There are several options. The most common are:

- **C** - Class Lecture is a course that is typically delivered by speech or presentations by the instructor. Class Lecture is the preferred type code for a regularly scheduled course.

- **D** - Discussion is an open-ended exchange of ideas among instructors and students. Discussion type similar to a Recitation. This type should be closely scrutinized before identified in the course proposal process.

- **L** - Laboratory is a period set aside for hands-on course work usually in addition to a lecture instruction.
Requisites
Requisites (pre and co) must match the course master. Changes to requisites beyond what is listed on the course master must be vetted through Undergraduate or Graduate Council.

Schedule Building: Course Section Preparation Processes

Instructional Method
Instructional methods define how the course section is being offered to students:

AD= All DL: 100 percent of direct instruction delivered using some form of technology
- Zero in person meetings
PD= Primarily DL: 80-99 percent of direct instruction delivered using some form of technology
- Fewer than 3 hours of in person meetings
HB= Hybrid Blend: 50-79 percent of direct instruction delivered using some form of technology
- 3 or more hours of in person meetings
CL= Classroom: Less than 50 percent of direct instruction delivered using some form of technology
- 1 – 49 of instruction is Online

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Total</th>
<th>Primarily Distance Learning</th>
<th>Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Based on 50 minute/credit</td>
<td>(DL Fees Apply)</td>
<td>(No DL Fees)</td>
</tr>
<tr>
<td>1</td>
<td>15</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>9</td>
<td>23</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>12</td>
<td>30</td>
</tr>
</tbody>
</table>

Campus Type Codes
Campus type codes designate where the course section is being taught. It may be different than the account code if the course section is “owned” by a college at a different campus:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Off-campus – Tampa</td>
</tr>
<tr>
<td>3</td>
<td>Off-campus – Sarasota</td>
</tr>
<tr>
<td>4</td>
<td>Off-campus – St. Petersburg</td>
</tr>
<tr>
<td>C</td>
<td>Off Campus Special Programs</td>
</tr>
<tr>
<td>M</td>
<td>Medicine</td>
</tr>
<tr>
<td>P</td>
<td>St. Petersburg</td>
</tr>
<tr>
<td>S</td>
<td>Sarasota-Manatee</td>
</tr>
<tr>
<td>T</td>
<td>Tampa</td>
</tr>
</tbody>
</table>
Override

The only time to use on “O” Override when creating a course section is when the college, department, or account needs to be changed because the course section is being taught at another campus. Otherwise, all sections must be built without an override label. Questions: AskSpace@USF.edu.

When there is a change to the college or department, the Office of Registrar must be consulted before the override sections are created; we will inform you of the new code based on system availability. Failing to take this step will prevent sections from appearing to students for registration.

Cancelled Sections

Remove course sections that have been cancelled, active/zero enrollment, or held for three (3) consecutive years by deleting them from Banner in SSASECT. Questions: AskSpace@USF.edu.

Approved Meeting Patterns

Meeting time patterns must be followed as listed on the Office of the Registrar’s Academic Space & Course Management website: Approved Meeting Patterns.

Meeting Days and Times

Any standard course section must have the days and times reflected accurately on SSASECT in Banner. Alternate calendar course sections will leave SSASECT blank and enter meeting information in SSATEXT.

Building and Room Assignments

Any course sections that meets in-person, must have building and rooms assignments. If a course section does not meet in-person, populate the meeting locations with:

TBA% TBA for unscheduled sections

OFF% OFF for online sections

Note the meeting locations in SSATEXT.

Alternate Calendar Course Sections

Alternate calendar course sections cannot begin more than six days before the official start of the term date; alternate calendar courses cannot end more than six days after the official end of term date. Exceptions cannot be made to this without putting the institution at risk of losing Title IV (financial aid) eligibility.

Alternate calendar course sections need to have refund and withdrawal deadlines appropriate to their start and end dates and in keeping with applicable percentage of class meetings.

Percent of Responsibility

Any instructor with 10% or more Percent of Responsibility assigned will be evaluated by the students through the online evaluation tool (eXploration Blue) at the end of each term.

Cross Listing

A cross listed course is a single course offered collaboratively through two or more departments or programs. Cross listing codes do not roll with the course and need to be designated as meeting together each term.

Section Numbering

The section numbering format is always a three digit number. Never use an alpha character. For example, Tampa 001, St. Petersburg 600, Sarasota 500.
Gradable, Voice Response, Print

Ensure that “Gradable” is selected so faculty can enter grades barrier-free. Ensure “Voice Response” and “Print” are selected so sections are visible in registration searches.

General Education Attributes

Gen Ed attributes are needed at the section level if the course is taught as:

- INT: Internship
- EDR: Education Abroad
- CEL: Community Engaged Learning
- SLCC: Service Learning
- CST: Capstone
- UGR: Undergraduate Research

Fees

Make sure course fees are correct and added before registration. Any fees that are missing or less than expected will not be corrected once term registration begins.

Immunizations for Off Campus Sections

If a course meets off campus and is not online only (AD), the students must demonstrate meeting immunization requirements effective Spring 2020.

Variable and Fixed Credit Hours

When a course section is offered with variable credit hours, leave the credit hour field blank in SSASECT. When a course section is offered with fixed hours, list the number of hours in credit and billing in SSASECT.

Variable Topics

Variable topics vary from year to year. A specific topic should only be offered for three years before it is submitted through the course proposal process.

Directed Study vs One Person Section

Directed Study is for a specific topic that is not duplicated by an existing course within the University’s curriculum. One person sections of regular courses should only be created for students who are in their last term and need that course to graduate. We will begin reviewing these enrollments to ensure that students have applied to graduate. Otherwise, students should seek Directed Study options.
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