

Clayton State University Banner Course Action Form

Directions:

Fill out all information below for new and replacement courses. Replacement courses should include the prefix and course number of the course it will replace. If you are making corrections on a current course check the modify course box and fill out the course prefix, course number, and only add the information that needs to be changed. If you need to delete a course check delete course and type in the course prefix and course number along with the term to begin. You should fill out one form for each new course or modification.

[Click here for A sample of the Banner Action form.](#) The sample includes helpful hints that may be useful.

New Course Modify Course Replace Course*: Delete Course

*Insert number and prefix of the course that is to be replaced. You must also submit a banner action form to delete the course that is being replaced.

TERM TO BEGIN:

COURSE PREFIX: COURSE NUMBER CREDIT HOURS: Lecture/Lab
/Credit

Title*: (30 character max)

DEPARTMENT:

SCHOOL:

LEVEL OF INSTRUCTION:

REPEAT: YES NO (if yes max hours):

GRADING MODE (check all that apply – a course may only be normal or Satisfactory/Unsatisfactory it cannot be both):

Normal Audit Satisfactory/unsatisfactory Other:

SCHEDULE TYPE: (if multiple types apply use the "Other" section to add)

 Other:

ABSOLUTE* COREQUISITE(S):

EQUIVALENT COURSES (USUALLY QUARTER COURSES):

Subject Course Start Term End Term

Subject Course Start Term End Term

FEES ASSOCIATED WITH COURSE: (may include video, book, etc. charges that are beyond the tuition)

COURSE DESCRIPTION:

PREREQUISITE (S)* (to add parenthesis print a copy and add them before sending to CAPC chair for signature)

Code Score Sub. Course SEM Grade Concurrent

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REGISTRATION RESTRICTION (S):

College Restriction

Major Restriction

Class Restriction

Level Restriction (Required field)

Degree Restriction

Campus Restriction

Submitted by:

CAPC Chair:

Before submitting this form print a copy and have CAPC chair sign. CAPC Chair will return signed copy to the Office of Academic Affairs.

Please note: Once information is submitted you should receive a confirmation page (you may want to print it for your records). Banner will not reflect new course or update until CAPC Chair has signed and returned hard copy to the Office of Academic Affairs. If you have questions please contact CAPC Chair or Tammy Wilson 678-466-4102.