

Course Catalog Information Form (CCI)

This form is used for creating, (in)activating, or modifying permanent courses.

More detailed instructions can be found in the [Course Catalog and Scheduling Handbook](#) and the [CCI Instructions form](#).

Change Requested Course Creation Course (In)activation Course Change

School/College

Term/Year

Subject Area	Present:	Proposed:	Catalog Number	Present:	Proposed:
Full Title (75 spaces or fewer)			Abbreviated Title (30 spaces or fewer, appears on transcript)		
Course Description (450 spaces or fewer)					
Credit Hours	Present:	Proposed:			
Course Component Select from dropdown	Will this course have a required Discussion, Lab, Studio or Workshop?				
Grading Basis Select from dropdown			Will there ever be a final exam offered for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
This course is equivalent to	(Equivalent courses are two courses with the same content, title, description, and number. They do not necessarily meet together. UREG needs the CCI for both courses to make them equivalent.)				
Requisites (SIS will enforce)					
Repeat for Credit	<input type="checkbox"/> Yes (Select this option if you wish to enable students to take this course multiple times for credit toward the degree) <input type="checkbox"/> No (This course is not repeatable for credit)				
Justification/Comments					

Required for Submission

Is there an associated (under)graduate course meeting simultaneously?
 (If yes, both syllabi must be submitted with the CCI)

Yes No
 If yes, (under)graduate catalog number is

Name of Person Submitting Form

Department

Contact Email

Contact Phone

Arts & Sciences Only

The section below is to be completed by the Department and sent to the College or Graduate Arts & Sciences representative.

College Only	
Requirement Designation	<input type="checkbox"/> Foreign Language <input type="checkbox"/> Historical Studies <input type="checkbox"/> Non-Western <input type="checkbox"/> Second Writing
Literacies	<input type="checkbox"/> World Languages <input type="checkbox"/> First Writing Requirement OR <input type="checkbox"/> Second Writing Requirement <input type="checkbox"/> Quantitative, Computational, & Data Analysis Courses can only satisfy the First Writing or the Second Writing Requirement, but not both. Courses that fulfill the 'Quantitative' Literacy Requirement, can't fulfill the Disciplines Requirements.
Disciplines (Maximum of 2)	Please refer to http://as.virginia.edu/disciplines for definitions for each category. Please note: Courses requesting two categories must include a syllabus. <input type="checkbox"/> Artistic, Interpretive & Philosophical Inquiry <input type="checkbox"/> The Chemical, Mathematical & Physical Universe <input type="checkbox"/> Cultures & Societies of the World <input type="checkbox"/> Historical Perspectives <input type="checkbox"/> Living Systems <input type="checkbox"/> Science & Society <input type="checkbox"/> Social & Economic Systems

Graduate Arts & Sciences Only (for instructions see the DGS Guide)	
Name of Course Instructor	
Does the Instructor hold a tenured or tenure-track appointment of the Faculty of Arts and Sciences?	<input type="checkbox"/> Yes <input type="checkbox"/> No