**Course Change Request**

A deleted record cannot be edited

---

**Course Inactivation Proposal**

Date Submitted: 11/09/18 11:55 am

Viewing: **CAEX 002 : Basic Writing Skills**

Last edit: 11/09/18 11:55 am

Changes proposed by: t.bissett

<table>
<thead>
<tr>
<th>Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Terra Bissett</td>
</tr>
</tbody>
</table>

Course prefix | CAEX | Course number | 002 |
Department | Liberal Studies |
College/School | Galveston Campus |
Academic Level | Non-Credit |
Effective term | **2018-2019 Spring** |
Complete Course Title | Basic Writing Skills |
Abbreviated Course Title | BASIC WRITING SKILLS-NCB |

Catalog course description

Individualized instruction in English composition based on an analysis of the student's proofreading, revision, and editing skills; a programmed sequence of study and practice designed for improvement of writing performance through mastery of basic skills at word, sentence, paragraph, and multiparagraph levels. May not be used for credit toward a degree.

Prerequisites and Restrictions

Concurrent Enrollment | No |
Should catalog prerequisites / concurrent enrollment be enforced? | No |

Crosslistings

Crosslisted With

Stacked

Semester | Contact Hour(s) | Lecture: | Lab: | Other: |
0 | 0 | 0 | 0 |

Repeatable for credit? | No |
Three-peat? | No |
CIP/Fund Code

---

**In Workflow**

1. LIST Department Head
2. Curricular Services Review
3. GV Committee Preparer UG
4. GV Committee Chair UG
5. GV College Dean UG
6. UCC Preparer
7. UCC Chair
8. Faculty Senate Preparer
9. Faculty Senate
10. Provost II
11. President
12. Curricular Services
13. Banner

**Approval Path**

1. 11/09/18 12:26 pm
JoAnn DiGeorgio-Lutz (joanne-a-lutz): Approved for LIST Department Head
2. 11/12/18 11:39 am
Terra Bissett (t.bissett): Approved for Curricular Services Review
3. 11/12/18 11:53 am
Meredith Zalesak (zalesakm): Approved for GV Committee Preparer UG
4. 11/12/18 11:54 am
Meredith Zalesak (zalesakm): Approved for GV Committee Chair UG
5. 11/12/18 11:54 am
Meredith Zalesak (zalesakm): Approved for GV College Dean UG
6. 11/12/18 1:48 pm
Sandra Williams (sandra-williams): Approved for UCC Preparer
7. 12/10/18 9:31 am
Terra Bissett (t.bissett): Approved for UCC Chair
| Default Grade Mode | Satisfactory/Unsatisfactory (S) |
|--------------------|---------------------------------
| Alternate Grade Modes | |
| Method of instruction | Independent Study |
| Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education) | |
| Will this course be taught as a distance education course? | No |
| Is 100% of this course going to be taught in Texas? | |
| Will classroom space be needed for this course? | |
| This will be a required course or an elective course for the following programs: | |
| Required (select program) | |
| Elective (select program) | |

### Course Syllabus

<table>
<thead>
<tr>
<th>Syllabus:</th>
<th>Upload syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload syllabus</td>
<td></td>
</tr>
<tr>
<td>Letters of support or other documentation</td>
<td>No</td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
</tr>
<tr>
<td>Reviewer Comments</td>
<td>Terra Bissett [t.bissett] [12/10/18 9:31 am]: UCC approved December 2018.</td>
</tr>
<tr>
<td>Reported to state?</td>
<td></td>
</tr>
</tbody>
</table>

**Justification for this request**: Per Galveston, CAEX courses will be inactivated since ASCC courses have been added to their inventory effective Fall 2018.