

The policy concerning use of this form follows. It is only for changes in course title, course numbers, and/or pre & co-requisites; provided the content of the course is not affected. **ONLY ONE COURSE PER FORM.**

School: _____ Department: _____
 Program: _____ Submitted by: _____ Date: _____

EXISTING COURSE INFORMATION AND SUBMITTED ACTIONS

Existing Course		Changes that are proposed (Check all that apply)				
Prefix	Number	Number Change	Pre-Requisite Change	Co-Requisite Change	Title Change	Curriculum Table Change Required
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED COURSE INFORMATION (Complete only applicable sections)

I. Number Change

Existing Prefix : _____ New Course Number: _____

II. Pre-requisite/Co-requisite Changes

Add Pre-Req's		Delete Pre-Req's		Add Co-Req's		Delete Co-Req's	
Prefix	Number	Prefix	Number	Prefix	Number	Prefix	Number

III. Title Change (Existing exactly from Bulletin)

Existing Title: _____
 Proposed Title: _____

IV. Notes for Reviewers (Optional):

CHECK-OFF (INITIALS)

Chair/Head _____ Date: _____ Dean: _____ Date: _____
 Provost: _____ Date: _____ Registrar: _____ Date: _____

Administrative Non-Content Based Course Changes

Goal: This document and attached form is to provide an expeditious and streamlined submission and approval process for departmental changes to individual courses, when those changes are related to administrative course designations such as: course title, course number, and pre-requisites/co-requisites. Multiple changes to the one course may be submitted on a single form.

Appropriate Changes:

Qualifying Non-Content changes for this policy and form:

- Changes to course titles which provide clarification, standardization, and/or appropriate abbreviation of the official title of the course.
- A change in the course number while MAINTAINING THE SAME COURSE PREFIX AND LEVEL. (a 200 level course remains a 200 level course for example)
- If there is a need to change the prefix, notify the Registrar prior to completing this application.
- Adding or deleting course pre-requisite(s) or co-requisite(s).

Non-qualifying changes for this policy and form (these changes must follow the standard course change policy and forms):

- Converting “Special Topics”, “Special Studies” or “Special Projects” courses to specifically titled courses
- Changes to Provisional Courses
- Changes in course level (ie: from 300 to 400, or 500 to 600 level)
- Changes in credits, contact hours, or course type (studio, lecture, etc.)
- Changing a course from elective to required, or vice-versa.
- Changing a course description or syllabus

Process:

1. The Chair, Program Head, Dean, or Director should complete one form per course.
 - a. Complete form electronically. Fields will expand.
 - b. Consult with Registrar prior to submission for new courses numbers and existing pre and/or co-requisites.
 - c. Provide Check-off (Chair/ Head) and forward hard copy to the Dean or Director.
2. Dean or Director reviews for completeness of submission and appropriateness to curriculum.
 - a. Dean forwards form with “Check-Off” to the Office of the Provost.
3. Office of the Provost logs in submittal and forwards to Academic Senate.
4. Office of the Provost logs in submittal, reviews for accuracy, provides Check-off and forwards to the Registrar for processing.
6. Registrar posts changes to Colleague system, Curriculum Tables (if applicable), and notifies Chair and Dean of process completion.