

COURSE REVISION GUIDELINES

- A. **COURSE REVISION FORM:** Use this for revising an existing undergraduate course.
- B. **MINOR COURSE CHANGES INCLUDE ANY OF THE FOLLOWING:**
- Course prefix and number [changing the level of the course (e.g., 2000 – 3000 level) will require a new course proposal]
 - Course title
 - Repeatability
 - Course cross-listing/Course equivalency
 - Grade type
 - Term offered
- C. **APPROVAL STEPS**
- College and/or Department
 - Provost and VP of Academic Affairs or designee
- D. **NOTIFICATIONS**
- Curriculum Committee
 - Faculty Senate
 - Registrar Office
- E. **COURSE CHANGE SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Course revisions are to be submitted electronically to the Provost Office/Associate Provost of Academic Affairs by the Dean or Chair on behalf of the department.
- F. **MINOR COURSE REVISION AS PART OF A PROGRAM REVISION.** If the minor course revision is part of a program revision requiring Curriculum Committee approval, the minor course revision must be submitted to the Committee with the program proposal.
- G. **SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **March 15** if they require action for implementation for the following academic year.*

COURSE REVISION PROPOSAL

The college or department approval process must be completed before the proposal can be submitted to the Office of the Provost.

SECTION 1: PRELIMINARY INFORMATION

College:	
Department:	
Contact Person:	
Program Level:	Undergraduate
Existing Course Subject and Number (HIST 1102):	
Existing Course Title:	

SECTION 2: COURSE REVISION

Complete any items in this section being proposed as a course change. For items with no change, leave blank.

1. Course Subject Prefix and Number (e.g., ENGL 1101): Please check with the Registrar's Office to get a list of available, valid course numbers.	
2. Course Title: The title of the course as it will appear in the course catalog.	
3. Repeatability (number of repeat credit hours): Students can repeat the course for credit. If yes, identify maximum number of credit hours.	
4. Course Cross-listings (e.g., PSYC 2230 and SOCY 2230)	
5. Grade Type: Indicate whether students will be assigned a standard A-F final grade, or CR/NC (credit/no credit).	
6. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	
Course Catalog Description: Enter the new course description below as it will appear in the catalog.	

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SECTION 3: APPROVAL

1. The Deans of the affected colleges must sign below to indicate their notification and department support of this course revision. By signing below, you are indicating your college and department(s)’s approval of this course revision.

College	Dean’s Signature
Comments (optional):	

2. If this course is a Core Curriculum course, the General Studies Chair must sign below to indicate the notification and support of the General Studies Committee of this course revision.

General Studies Chair’s Signature:
Comments (optional):

3. All the above signatures are required prior to submission to the Provost’s Office.

Provost’s or Designee’s Signature:
Comments (optional):

UNIVERSITY IMPACTS

Should this course revision affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of these letters(s) of support must be included with this proposal.